CEMS Registrar/Main Office - Administrative Specialist

QUALIFICATIONS

Education/Certification:

Associate’s degree or equivalent work experience required. Bachelor's degree preferred. Hold a valid State of Maine Criminal History Records Check (CHRC) approval.

Special Knowledge/Skills:

Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below:

- Must be team oriented with excellent interpersonal and communication skills and the ability to interact professionally with students, families and staff.
- Must possess strong organizational skills and attention to detail, as well as the ability to professionally handle multiple projects simultaneously.
- Experience in school administration, student records management, or a related field.
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
- Ensure security/ safety of the building and its occupants.
- Demonstrated computer skills with a strong proficiency in student information systems and Microsoft Office Suite.
- Must be willing to participate in ongoing, in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law, including FERPA.

Experience:

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO

Middle School Principal and Assistant Principal (AP)

JOB GOAL

To assist the Principal & Assistant Principal with tasks necessary for the efficient operation of the school. The role requires strong organizational skills, task prioritization, attention to detail and excellent communication abilities to ensure smooth administrative operations.

PERFORMANCE RESPONSIBILITIES

Daily Tasks:

- Work in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into the school building.
- Greet all visitors, students, staff, and assist with any questions or requests.
- Facilitate any sign ins/ or sign outs of visitors and students.
- Answer all phone calls and emails and distribute them as needed.
- Monitor all doors/ entrances and supervise cameras.
- Point of contact to facilitate custodial or maintenance requests.
- Support with daily coverage needs.
- Filter through all calls, emails and school database notes to complete tardy and dismissal slips as requested.
- Update and maintain daily attendance records so coding is correct in the school database, and complete parent outreach as necessary.
- Assist AP with attendance reports and adding to NEO reports.
- Provide daily attendance summary and announcements to CEMS Staff.
- Update and maintain school calendars.
- Assist in supervision of students sent to the office.

Registrar/School Records:

- Maintain accurate and confidential student records, including enrollment, grades and transcripts.
- Process new student enrollments, transfers, and withdrawals while ensuring proper documentation and compliance with school policies.
- Manages transfer and transition of students and records out of CEMS.
- Manage student information in the school database (i.e., PowerSchool) and generate reports as needed.
- Coordinate and process transcript requests for school applications.
- Serve as a primary point of contact for students, parents and staff regarding records and transcript requests.
- Ensure compliance with FERPA (Family Educational Rights and Privacy Act) and other privacy requirements when processing student data.

- Assist students and families with the enrollment process, including verifying residency and required documentation.
- Maintain student class lists in the school database.
- Prepare and maintain progress reports and report cards. Including storing grades.
- Perform weekly student attendance audits.
- Assist teachers and staff with school database questions.
- Handle functions related to production and distribution of student schedules throughout the school year.
- Assist school counselors with student scheduling and registration for courses, ensuring accurate placement in the school database.
- Assist in creation of placement spreadsheets with student lists.
- Update and maintain student demographic information in the school database at the beginning of each year.
- Maintain student cumulative files.
- Update school database when IEP/504 plans change.
- Assist in maintenance of student behavior records.
- Coordinate and group tickets for distribution regarding standardized testing and assessments.
- Perform other duties and projects as assigned by the Principal and Assistant Principal.

EQUIPMENT USED

Laptop computer, security camera system with doorbell, radio, printer, telephone, copier with printing, scan and fax operations, laminator, and other pieces of general office equipment.

WORKING CONDITIONS

Mental Demands:

Communicating, calculating, comparing, editing, problem solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting.

Physical Demands:

Sitting, standing, climbing stairs, adjusting, connecting, lifting (up to 25lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions:

Indoors, working in a busy environment, comfortable working alone.

TERMS OF EMPLOYMENT

Wages and work year will be in accordance with the negotiated collective bargaining agreement.

EVALUATION

The basis of the evaluation will be the extent to which the performance responsibilities of the job overview are met. The Middle School Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirement necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

March 13, 2007

Approved:

May 13, 2025

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