KM/mr 11.12.25

JOB DESCRIPTION

JOB TITLE: **REGISTRATION COORDINATOR**

GENERAL DESCRIPTION:

To provide oversight for Central Registration, Homeless Liaison and Truancy/Residency investigations as well as develop and maintain their budgets.

QUALIFICATIONS: **NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.**

- Minimum of (5) years' experience in related field preferred
- Demonstrated leadership ability
- Excellent interpersonal and collaborative skills required
- Maintains professional communication between parents, administration and public

REPORTS TO: School Business Administrator

PERFORMANCE RESPONSIBILITIES: **NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:**

1. CENTRAL REGISTRATION
   - Oversee and evaluate central registration staff
   - Approve and administer central registration procedures
   - Approve babysitting and overflow student placement
   - Approve enrollments, student registration and troubleshoots issues
   - Decide custody issues regarding placement
   - Administer central registration budget

2. HOMELESS LIAISON
   - Coordinate placement of incoming homeless students with other districts
   - Keep up to date with current homeless laws/regulations
   - Maintain current records of homeless students
   - Arrange billing for out of district homeless students

3. STUDENT RECORDS
   - Oversee Student Records Clerk
   - Approve outgoing students records as needed
   - Liaison between students' records clerk, guidance department and MIS

4. TRUANCY/RESIDENCY INVESTIGATOR
   - Oversee Truancy/Residency Investigator
   - Liaison between Investigator and schools' personnel

5. ALL OTHER DUTIES AS ASSIGNED

EVALUATION:

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the MSSA.

APPROVED BY:
DATE:

11/13/25 11/13/25 11/13/25

NOV 13 2025