

Forsyth County Schools Job Description



Job Title: TEMPORARY REGISTRAR

FLSA Status: NON-EXEMPT

Salary Type: HOURLY

Location/Department: TECHNOLOGY

POSITION SUMMARY

Temporarily assist the student information department with registration and enrollment of students into the school system during the summer-time registration season from May 27, 2025 – August 8, 2025.

QUALIFICATIONS

Education, Experience, and Other Requirements:

- High School Diploma or State approved High School Equivalency (HSE).
- Ability to use relevant computer applications.
- Attentive to details.
- Knowledge of state enrollment requirements, school system policies, and Infinite Campus.
- Proficient in effective oral, written, and interpersonal communication.
- Proven ability to work with others in a confidential, cooperative, and service-oriented manner; excellent listening and communication skills.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- May be regularly required to stand, sit, crouch, crawl, push/pull, and lift up to 50lbs.

ESSENTIAL DUTIES

- Interview parents and enroll students for the registration process.
- Purge and prepare historical paper records for digital archiving.
- Respond to inquiries from parents and other school systems concerning student records and enrollment.
- Perform other duties as assigned.

Reviewed By: _____

Date: _____

Revision Date(s): _____