WAVERLY COMMUNITY SCHOOLS
Position Announcement

Job Title:	District Registrar		
Location:	Administration Building	**Start Date:**	ASAP
Salary Range/ Level:	Per current WESPA master agreement $24.73 - $27.76/hr	**Terms of Employment**	52 Weeks
Date Posted:	November 12, 2026	**Application Deadline:**	November 22, 2026 @ 4 pm
Application Process:	A COMPLETED ONLINE APPLICATION IS **REQUIRED**. (See application instructions at District Registrar 2026 Resume and cover letter may be: • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		

Job Description

JOB SUMMARY

The District Registrar will provide all encompassing services for students in registration, maintenance records, and provide information to various sources within the guidelines, rules and regulations of a public school.

ESSENTIAL JOB FUNCTIONS

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

- Enroll new students and process documentation for SE Pre-k, GSRP, and K-12th grade.
- Scan and electronically file enrollment documents.
- Print, electronically file and send building SE documents.
- Process both In-District and Out-of-District applications.
- Update all student/parent information into the student information system.
- Process student transfers and withdrawals.
- Gather and maintain current and accurate student records and CA-60 files.
- Process transcript requests for current students, graduated students, and 3rd party employment requests.

- Complete necessary forms for military, social security, friend of the court, disability, etc.
- Assist with data collection for the State of Michigan pupil accounting process.
- Compile 25e transfer documents (October-February)
- Assist with compiling documents for building field audits
- Collect and record residency changes district wide and file proof in CEO
- Assist with Enrollment Form yearly changes
- Request, document, retain all records requests for incoming and outgoing students
- Send outgoing records for outgoing students
- Assist with entering new students into the MCIR system to validate immunization status, complete reports for the Health Department if needed
- Send out of state immunization records to health department for entry and validation
- Assist and complete audits as needed
- All other duties as assigned

QUALIFICATIONS

Education and Experience:

- Minimum of an associate's degree

Preferred Qualifications:

- Experience in or previous knowledge of public-school procedures and policies preferred.
- Proficiency in current district student information system.

Knowledge, Skills and Abilities:

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at (517) 319-3031) or msavage@waverlyk12.net.