

Census Taker – Vacancy

Geneva School

Salary Range: \$16.20 - \$22.00/hr

Duties include:

Registering students for all grade levels;

Prepare documents and materials related to registration and enrollment;

Maintain accurate data on all students in student database;

Coordinate with district's Assistant Superintendent on ways to continuously streamline and improve the registration process;

Coordinate record requests for current, former, and future students;

Communicate with parents and guardians and address any questions or concerns with the registration process.