School Registrar

Qualifications:

- Pleasant and friendly disposition.
- Effective oral and written communication skills.
- Demonstrated ability to successfully accomplish the performance tasks listed below.
- Proficient in using Microsoft Word, Excel, Office 365, and student data management system.
- Skills to organize and manage multiple tasks.
- Ability to develop creative solutions.

Primary Responsibility to:

Principal

Secondary Responsibility to:

Board Clerk

Job Goal:

In order to assist the principal in the efficient operation of the school so that a maximum positive impact can be made on the education of children, the school secretary shall carry out the following tasks:

1. Encourage feelings of ease and confidence in students and parents. Be positive and confident when dealing with students, teachers, and parents.
2. Supervise students in emergency situations.
3. Assist with Attendance when needed.
4. Shared responsibility as school receptionist, meeting parents, students, sales representatives, and other school guests.
5. Maintains students' permanent records with confidentiality. Enters information according to computer-aided student files. Reviews new data and/or revisions, enters data, and routes updated information to appropriate staff or departments.
6. Complete routine clerical duties including correspondence, reports, memorandums, and grades. Answer telephone calls and handle other school communication.
7. Prepares permanent records for incoming students; requests records from out of district schools and records grades on permanent records; interprets foreign, domestic, and out of district school transcripts, and converts grade and hour credits to corresponding units as used within the district.
8. Schedule appointment, meeting, and conference times when appropriate for teachers, counselors, and principals.
9. Complete student enrollment and registration procedures, including enrollment, insurance forms, etc. Assist in placement of students in classes.
10. Provide students care as necessary, caring for ill or injured students as necessary, contacting parents, etc.
11. Prepares transcripts as requested by other schools; forwards academic, health and other records as appropriate; attempts to clear unpaid financial obligations as appropriate; collects monies and records payments according to established procedures.
12. Assist teachers in preparing instructional materials directed by the Principal.
13. Prepares and maintains a variety of detailed records, files, and reports related to student enrollment, eligibility for graduation and collection application; maintains confidentiality of records and information.
14. May verify enrollment and attendance records for Social Security, Social Services, Department of Education, Military Agencies, auto and medical insurance companies.
15. Maintains individual immunization records for students, reviews need for immunization according to State and County Mandate and updates immunization records accordingly. Notifies parents and students when updates are required and enforces compliance.

16. Responds to inquires regarding student information from other schools, colleges, employers, parents, and authorized agencies; verifies and provides information contained in permanent student records as appropriate.
17. Trains and provides work direction to assigned student workers and volunteers.
18. Operate various office machines, such as copy machines, computers, etc.
19. Perform such other duties as may be assigned by Principal.
20. Act ethically and confidentially in all aspects of employment.

Terms of Employment:

Eight (8) hours per day, 5 days per week, approximately 210 days per year. The salary shall be commensurate with the classified salary schedule

Evaluation:

Performance of this position will be evaluated annually by the Principal in accordance with provisions of the Board's policy on evaluation of classified personnel.