

TITLE: Registrar – High School

DEPARTMENT: High School Education

REPORTS TO: Building Principal

POSITION SUMMARY: The job of Registrar - High School is done for the purpose/s of communicating information to students, parents, staff, and/or other districts; documenting information on students class placement; and performing specialized and responsible clerical and technical tasks related to the registration of students and maintenance of student records and files.

ESSENTIAL FUNCTIONS:

- Coordinates the electronic transmission of grades and comments at the completion of each semester for the purpose of ensuring accurate academic documentation.
- Interprets transcripts of incoming students (e.g. cum folders, record card, withdraw grades from previous school, fines/fees from previous school, etc.) for the purpose of ensuring their conformance with district grading, curriculum and course credit systems.
- Maintains a variety of files, documents and student records (manual and machine) (e.g. permanent student records, cumulative folders for all students, grades, transcripts, immunization dates, master schedule, diplomas, etc.) for the purpose of documenting and/or providing reliable student information.
- Performs enrollment and withdrawal activities within the automated student information system (e.g. student information, cum folder, monthly enrollments counts, withdraw student, etc.) for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Performs record keeping and clerical functions (e.g. copying, faxing, scheduling, correspondence, budget work orders, permission forms, etc.) for the purpose of supporting assigned administrator and/or site personnel.
- Prepares a variety of written materials (e.g. grades, announcements, correspondence, programs, incident reports, registration materials, awards documents, student lists, transcripts, Graduation/Dropout Reports, Course Enrollment, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Processes a variety of forms and materials (e.g. secondary school reports, grades, mail, transcripts, NCAA applications, orientation information, graduation/awards information, enrollment/withdrawal, schedules, etc.) for the purpose of documenting and disseminating information to appropriate parties.
- Responds to inquires from various internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication and/or providing direction.
- Schedules various activities (e.g. meetings, testing arrangements, referral appointments, etc.) for the purpose of assisting in meeting staff needs and efficiently utilizing personnel, equipment and facilities.
- Serves as resource to students, employees and/or organizations for the purpose of interpreting and conveying appropriate procedures required for district operations.
- Supports assigned administrators for the purpose of assisting them in the completion of their work activities.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and

understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: .

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking, and 30% standing. The job is performed in a generally hazard free environment.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date