

TITLE: Registrar – Online Learning

DEPARTMENT: High School Education

REPORTS TO: Online Learning Coordinator

POSITION SUMMARY: The job of Registrar – Online Learning was established 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:

- Compiles data from a variety of sources (e.g. time sheets, calendars, online records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates the collection and electronic recording from online providers, staff, and the Online Learning Coordinator at the completion of each semester for the purpose of ensuring accurate academic documentation.
- Interprets transcripts and schedules of students registering online (e.g. record card, transfer credits, etc.) for the purpose of ensuring their conformance with outside credit limits, alternative learning experience qualifications, graduation requirements, district grading, curriculum, and credit systems.
- Maintains a variety of documents, files and records (e.g. online learning, grades, schedules, payments, etc.) for the purpose of providing up-to-date reference, student information, and audit trail.
- Performs enrollment and withdrawal activities with OSPI approved online providers. Maintains records for the purpose of ongoing online learning program operations and ensuring compliance with financial, legal, state or federal requirements.
- Performs record keeping and clerical functions (e.g. copying, faxing, scheduling, correspondence, budget work orders, etc.) for the purpose of supporting assigned administrator and/or site personnel.
- Prepares a wide variety of written materials (e.g. schedules, reports, memos, letters, handbooks, time sheets, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. OSPI provider invoices, grades, mail, transcripts enrollment reports, etc.) for the purpose of disseminating information to appropriate parties for action.
- Schedules various activities (e.g. meetings, testing arrangements, student progress appointments, etc.) for the purpose of assisting in meeting staff needs and efficiently utilizing personnel, equipment, and facilities.
- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Supports assigned administrators for the purpose of assisting them in the completion of their work activities.
- Serves as resource to students, employees and/or organizations for the purpose of interpreting and conveying appropriate procedures required for District operations.
- 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: utilizing technology (specifically database, spreadsheet software, and mail merge); operating standard office equipment including pertinent software applications; and planning and managing 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: concepts of grammar and punctuation; business telephone etiquette; and common office machines.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze 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; and working with a high degree of accuracy.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of 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 job 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.

EXPERIENCE: Job related experience is desired.

EDUCATION: High school diploma or equivalent.

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