LAS CRUCES PUBLIC SCHOOLS

Job Title:	**Registrar – Alternative High School**
FLSA Status:	Non-Exempt
Supervisor:	Principal
Salary Schedule:	Secretarial/Clerical Personnel – Range 3
Terms of Employment:	200 Days/ 8 hours a day
Job Goal:	To assist in the efficient operation of the office to which assigned

Minimum Qualifications
1. High school diploma or equivalent.
2. Excellent computer skills i.e. word processing and software applications.
3. Excellent organization, communication, public relations and interpersonal skills.
4. Valid driver's license.
5. Bilingual (preferred).

Performance Responsibilities
1. Requests for transcripts including pulling student cum folder, making copy of records, mailing records and refiling the cumulative folder.
2. Completes forms necessary for students, schools, governmental agencies (includes good student discount, social services forms, insurance, and social security forms).
3. Updates and records New Mexico High School competency exam, ACT, SAT, and PSAT on transcripts.
4. Keeps accurate records for 20 day count; processes reports for funding, including special education, responsible for accurate 40, 80, 120, and End of year count day reports.
5. Computes and ranks in numerical order sixth and seventh semester grade points, the top ten students and 8th semester GPA for seniors. The registrar is responsible for all GPAs being correct.
6. Registers all new, transferring, and returning students and is responsible for accurate and updated student information system data.
7. Prints labels for student transcripts each term and puts labels on each transcript.
8. Transcribes transcripts.
9. Sends transcripts, both 7th and 8th semesters, to the appropriate college, university, or military service. Accurate records of these must be kept.
10. Prints reports or listings as requested by counselors, teachers and administrators.
11. Prepares diploma list and order for diplomas.

12. Withdraws students, pulls records to forward to necessary school.
13. Cleans out and shreds all student information not necessary in cum folders before routing necessary records to the Central Office Student Records Department.
14. Process transfer forms and Power of Attorney forms.
15. Responsible for both interim and grade scan sheets (if applicable).
16. If requested, assists with input of master schedule and in entering the course descriptions.
17. Registers all new, transferring and returning students for each term.
18. Enters all incoming grades into system and prepares transcript.
19. Compiles, processes, and distributes data as required or requested.
20. Assists with and processes preparations and programs for graduation.
21. Responsible for data entry as it pertains to transcripts and student records.
22. Assists other Student Information System users in the building.
23. Complies with local, state and federal rules and regulations.
24. Exhibit professionalism by maintaining good attendance and adhering to contract hours.
25. Communicates and displays courteous and professional behavior toward the Immediate Supervisor, School and District Administrators, staff and peers.
26. Agrees to fulfill performance responsibilities in location(s) assigned.
27. Complies with local, state and federal rules and regulations
28. Performs such other tasks as may be assigned within the parameters of the job description and job analysis.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS
Various machines and equipment commensurate with the responsibilities of the job and scope of work

WORKER TRAITS
   Aptitudes
- verbal ability required to understand oral and written instructions
- motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
- manual and finger dexterity required to operate machines and equipment precisely and rapidly

TERMS OF EMPLOYMENT
Salary and work year according to current schedule

June 2016

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC Agreement on evaluation of professional personnel.
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I accept this position offered and agree to the above job description.

Signature_____     Date_____

Print Name_____

Approved By_____     Date_____

June 2016