

Job Title: REGISTRAR SECRETARY
Department: Clerical
Reports to: Building Principal
Classification: Non-exempt / Support Staff
Employment: 10 month
Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.

SUMMARY

Responsible for maintaining a clean, safe and natural environment in which to learn.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Maintains and respects confidentiality of student and school personnel information
2. Provides information; prepares correspondences and related matters; prepares and maintains files and records; assists teachers, parents and students
3. Receives and greets persons entering the building; answers telephones, provides information, takes and dispatches messages, as needed
4. Assists in preparation for and administration of the Missouri Assessment Program
5. Prepares cumulative record labels, grades, academic progress reports, MAP reports and end of year reports
6. Registers new students/withdraws students
7. Collect and verify required enrollment documentation with families including custodial arrangement and residency documentation
8. Serve as primary point of contact for all Student Information System queries and student data updates
9. Enters data for new and previous students
10. Prepares and sends transcripts to schools for transfer students
11. Obtains transcripts for new/transfer students
12. Reviews requests (including record requests) made by Social Security Administration, law enforcement officers, mental health representatives, and other support staff and completes, as necessary
13. Files incoming records from the intermediate school
14. Moves records to appropriate grade, placing proper labels for grade level
15. Updates demographic data in computer database
16. Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures
17. Requests records, as needed
18. Maintains records and generates reports, as requested

19. Operates standard office equipment to include, word-processing, and data processing equipment, copiers, laminators, etc.
20. Handles a variety of routine technical and administrative assignments
21. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
22. Complies with and supports school and division regulations and policies
23. Models non-discriminatory practices in all activities
24. Assists in the supervision of students when necessary
25. Support office staff and nurse with coverage as needed
26. Performs other duties and related tasks as assigned by building administrator(s) in accordance with the school/policies and practices

SUPERVISORY DUTIES

Assists in directing the activities of students in the office.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

High school diploma or the equivalent.

Certificates, Licenses, Registrations

N/A

SKILLS AND ABILITIES

Language

Read and interpret documents such as instructions and procedure manuals. Write simple and complex reports and correspondence. Speak with members of the public, students and other staff members.

Computation

Ability to add, subtract, multiply and divide using units of American money, weight, volume and distance.

Reasoning

Interpret instructions furnished in written, oral, diagram or schedule form. Solve problems when such problems have a variety of concrete variables.

Technology

Have strong computer skills including word processing, and working with spreadsheets and databases. Be able to understand and submit online reports to state and federal agencies. Have the ability to learn new systems and software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

Hours / Attendance / Travel

Beginning and ending work hours will be established by the supervisor. Consistent and regular attendance is an essential function of this position. In-district travel may be required to perform duties of this position.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is frequently chaotic with many students and staff members present and speaking simultaneously.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.