

TITLE: Registrar – Edmonds eLearning Academy**Page 1**

Employee Group: Edmonds Association of Office Personnel (Public School Employees)**Reports to:** Principal – Edmonds eLearning Academy**Supervises:** None**FLSA Status:** Non-exempt**Salary Level:** Level E

JOB SUMMARY: Organizes enrollment, registration, grading processes, and withdrawal processes. Maintains graduation requirements and accurate records of students attending the school. Sends and receives student records. Provides administrative support to Edmonds eLearning Academy staff. Serves as a point-of-contact for student record databases, answers user questions, and generates various customized reports.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Maintains and updates electronic student records in all applicable database systems for the school. Serves as primary building contact for support with all electronic systems relating to student records; answers questions from staff, students, and parents; troubleshoots problems, escalating to Technology Department, as necessary. Maintains knowledge of student systems and attends trainings, as necessary.
2. Responds to questions from staff related to the registering, scheduling, enrolling, withdrawing, or transferring of students. Responds to questions over the telephone, in person or in writing from parents, students or other authorized parties related to student records.
3. Ensures electronic student records are accurate and reflect all special or individualized programs students are enrolled in. Maintains students' cumulative files. Posts all student grades, educational milestones, activities, awards, and test results to permanent record; appends Written Student Learning Plans (WSLP) to the permanent record.
4. Participates in the design and development of the master schedule. Inputs schedule data produces conflict matrices and informs supervisor of potential scheduling problems. Produces schedule variations based on requests from team members. Inputs revised schedule data and produces final master schedule, updates master schedule as needed throughout the year.
5. Organizes and monitors the student application process; receives completed application forms and forwards to the evaluation team.
6. Maintains accurate records of student enrollment ensuring all student information is current for monthly and annual enrollment reports.
7. Enrolls new students; ensures students live within District boundaries. Obtains release and student transcripts from prior school for out-of-district enrollments; maintains a waiting list of students requesting enrollment; answers questions from parents, schools, and various community organizations; provides written documentation as requested. Requests immunization forms and records from previous schools, interprets and evaluates transcripts and assigns credits and course codes; enters transfer credits into Skyward. Inputs class schedule and distributes to student and teacher; inputs schedule changes as needed. Maintains records of credits required to graduate, including credits from courses that are graduation equivalencies. Organizes pre-registration process. Prepares pre-registration materials; establishes and maintains course coding for scheduling; inputs student schedule.
8. Prepares course description guide. Gathers data from District curriculum office on intra

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district offerings; meets with department heads, counselors and administrators to determine format and content of course description guide; inputs all additions/changes; sends draft to department heads and counselors for review; inputs changes and produces final print-ready copy of the course description guide.

9. Processes or coordinates the processing of college application materials. Provides transcripts, test scores or other information required by the college.
10. Withdraws students; completes required forms and updates all electronic records; sends transcripts, grades, and immunization records to new school as required; notifies requesting school if records cannot be sent pending payment of fines.
11. Organizes and monitors the grading process. Informs administrators and staff of grading timelines; trains teaching staff on the use of WSLP database for data entry of student grades; receives completed grade reports, follow up with certificated teachers and WSLP advisors to ensure grades are properly entered into database; ensures grades have been entered; distributes final grade report and report cards. Posts to transcript special course codes for students earning honors and other non-standard credits. Inputs grade changes as students earn credit for work completed.
12. Prints and files official transcripts. Orders diplomas. Receives requests for transcripts; prepares and mails transcripts and test scores to colleges and other authorized persons, including former students.
13. Creates and produces custom reports from student database systems as requested by counselors, teachers, or administrators. Assists in compiling reports for accreditation. Demonstrates the use of and responds to questions from program staff related to the use of the WSLP database.
14. Verifies student information for graduation program; manually tracks graduation requirements for certain classes; provides other assistance with graduation ceremonies as requested.
15. Prepares data for monthly enrollment reports and maintains all records on grades and graduation requirements as well as FTE changes affecting funding for students; ensures grades and transcripts are updated.
16. Works closely with Registrars and Counselors in the Edmonds School District to efficiently resolve issues.
17. Performs other related duties as required.

REQUIRED QUALIFICATIONS**Education and Experience:**

- Be 18 years of age and hold a high school diploma or equivalent;

and, one of the following:

- Hold a post-secondary or advanced degree; or
- Earned a minimum of ten (10) relevant college credits; or
- Have three (3) years of relevant experience.

Knowledge, Skills and Abilities:

Knowledge of Washington State and Federal laws and District policies relating to student

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records and confidentiality.

Ability to quickly learn State and District graduation requirements for high school students.

Knowledge of general office procedures.

Knowledge of correct grammar, spelling, and English usage.

Ability to communicate effectively in person, in writing and over the telephone.

Ability to operate a personal computer and learn the operation of specific software programs.

Skill in using Microsoft Word, Excel, and Google Suite.

Ability to set up a database and utilize database software to create reports.

Ability to set up and maintain accurate manual and automated filing and record keeping systems.

Ability to work independently with minimal supervision.

Ability to attend to detail and follow tasks through to completion.

Ability to maintain confidentiality.

Ability to remain flexible in dealing with multiple demands.

Ability to establish and maintain effective working relationships with students, District staff, parents, and the general public.

Licenses/Special Requirements: None.

PREFERRED QUALIFICATIONS

- Two – five years of related work experience

WORKING CONDITIONS

Office environment; requires visual concentration on detail, dexterity, and precision. Required to meet inflexible deadlines.

DISCLAIMER

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all the functions listed nor do the statements above list all responsibilities and qualifications of personnel so classified.

CLASSIFICATION HISTORY

New: 8/13. Revised 4/18, 05/20, 10/20, and 06/24.