

RECEPTIONIST / ASSISTANT REGISTRAR - HIGH SCHOOL

SPA License Status:	<i>Non-licensed/No Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Principal</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Secretarial/Clerical Personnel, Range 3</i>
Terms of Employment:	<i>8 hours / 12 months</i>
Job Goal:	<i>To assist in the efficient operation of the office to which assigned.</i>

Minimum Qualifications

- 1. High school diploma or equivalent*
- 2. Excellent computer skills in Microsoft Office (MS) software applications and database applications*
- 3. Outstanding verbal, written communication and organizational skills*
- 4. Possession of, or ability to obtain, a valid New Mexico Driver's License, reliable transportation and current auto insurance with minimum liability coverage*
- 5. Bilingual and Bi-literate in English and Spanish (preferred)*

Job Duties

- 1. Perform office routines and practices associated with an efficiently run office including, but not limited to, efficient records management, excellent customer service, timely processing of incoming mail and completion of projects requested by supervisor, produce accurate and comprehensive written documents as requested.*
- 2. Schedule appointments for school administrators and makes arrangements for meetings, workshops, etc.*
- 3. Compile, reproduce, distribute communication/data as requested.*
- 4. Greet/ welcome/ direct to appropriate station, classroom/or areas students, staff, parents, and visitors.*
- 5. Maintain and supervise individuals in the signing in and signing out procedures/logs.*
- 6. Supervise and/or administer care to ill or injured students in nurse's absence, notifies parent if necessary.*
- 7. Contacts nurse, parent and/or ambulance services in an emergency situation.*
- 8. Adhere to relevant procurement statute and department rules in the purchase and maintenance of adequate supplies for the office.*

9. Assist office personnel as requested including textbook management.
10. Assist in training student office helpers or volunteers.
11. Assist administrative staff in parent conferences when necessary.
12. Assist registrar in the processing of requests for transcripts including pulling student cum folder, making copy of records, mailing records and refiling the cumulative folder.
13. Assist registrar in the preparation of accurate student counts for all count days.
14. Assist registrar in the registering of all new, transferring, and returning students and is responsible for accurate and updated student information system data.
15. Assist registrar in the printing of labels for student transcripts each term and puts labels on each transcript.
16. Assist registrar in the transcribing of transcripts.
17. Assist registrar in sending transcripts, both 7th and 8th semesters, to the appropriate college, university, or military service. Accurate records of these must be kept.
18. Assist registrar with withdrawing students, pulls records to forward to necessary school.
19. Assist registrar in cleaning out and shredding all student information not necessary in cum folders before routing necessary records to the Central Office Student Records Department.
20. If requested, assist with input of master schedule and in entering the course descriptions.
21. Assist with and processes preparations and programs for graduation.
22. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.
23. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
24. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.
25. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
26. Evenings and weekend work may be required.
27. Perform such other tasks as may be assigned.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. Verbal ability required to understand oral and written instructions
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
4. For further information regarding worker traits, please see attached job analysis

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.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____

