

MIDDLE SCHOOL REGISTRAR

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>7.5 hours / 10 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.*

Preferred Qualifications

1. *Bilingual and biliterate in English and Spanish.*

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. *Complete forms as necessary for students, schools, governmental agencies.*
3. *Update and record New Mexico High School competency exam, ACT, SAT, and PSAT on transcripts if applicable to student.*
4. *Keep accurate records for 20-day count; process reports for funding, including special education, responsible for accurate 40, 80, 120, and End of Year count day reports.*
5. *Manage the Subfinder system to include but not limited to running available reports and verifying absences.*
6. *Supervise and/or administer care to ill or injured students in nurse's absence, notifies*

- parent if necessary.*
- 7. Register all new, transferring, and returning students and is responsible for accurate and updated student information system data.*
 - 8. Assist other office personnel in the maintenance of cum folders including purging and forwarding to next school.*
 - 9. Prepare transcripts and prints labels as necessary for transcript updates.*
 - 10. Withdraw students and sends transcripts as requested by various educational entities.*
 - 11. Compile, process and distribute reports or listings as required or requested by counselors, teachers and administrators.*
 - 12. Process student schedules/classes.*
 - 13. Assist as necessary in the interim and grade scan sheets if applicable.*
 - 14. Assist in attending the front counter, directing visitors to the proper areas, supervising the sign in and sign out signatures/procedures.*
 - 15. Assist in homework requests.*
 - 16. Process reports (i.e. fire drill and student counts) if requested.*
 - 17. Contact nurse, parent and/or ambulance services in an emergency situation.*
 - 18. Assist other Student Information System uses in the building.*
 - 19. Assist in training student office helpers or volunteers.*
 - 20. Assist administrative staff in parent conferences when necessary.*
 - 21. Adhere to relevant procurement statute and department rules in the purchase and maintenance of adequate supplies for the office.*
 - 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*_____

