



Weld County School District Re-3J

Job Description

Position Title: Secretary - Registrar/Data Secretary

Department: Elementary School

Reports to: Building Principal/Assistant Principal

General Purpose:

- Responsible for coordinating, maintaining and ensuring the accuracy of the district Student Information System (SIS) for the assigned building, related to student/teacher schedules, student attendance, enrollments, withdrawals, report cards, grades, transcripts, student data, student counts, state reports and student reclassifications.

Duties/Responsibilities:

- Responsible for keeping SIS database accurate and up to date
- Responsible for keeping SIS hard copy documentation for state reporting
- Responsible for student cum folder hard copy information for their building
- Responsible for accurate data flow between all schools in the district
- Responsible for maintaining the Colorado Department of Education Record Integration Tracking System (RITS) to maintain building level SASIDS
- Responsible for all phases of the registration and withdrawal of students
- Provide basic SIS technical assistance and coordinate with the District Data Secretary to troubleshoot technical issues
- Track and record student attendance
- Generate, send, and maintain student attendance letters and contracts
- Act as a liaison between the administrator, staff, parents, community and students
- Answer phones, record messages and direct them to the appropriate staff members and students
- Assist the health aide or district nurse in the health room when necessary
 - Provide minor and major first aid care to sick and injured students. Duties include determining the severity of the illness/injury, calling 911 if necessary, monitoring chronically ill students, monitoring the exposure of others to diseases, disposing properly of body fluids and performing technical procedures as necessary (e.g. blood glucose testing, subcutaneous injectable epinephrine, diapering and/or catheterization)
 - Contact parents/caregivers of ill or injured children, document all head injuries, file necessary accident reports in accordance with established health office policies and prepare student to go home if necessary
 - Update school nurse regarding student health-related issues and student absences for health reasons
 - Attend professional meetings and complete training courses as needed, which include:
 - CPR training/certification
 - First Aide training/certification
 - Medicine administration training/certification

- Epi-Pen, First Line of Response, Asthma, Diabetes, immunizations, and communicable diseases training
 - Document the care and treatments provided to each student in their individual health file and in a daily log record book. Enter all health information into the student information system
 - Dispense medications and log into daily medication records
- Learn and use district-adopted technologies to manage data and to collaborate and communicate with others, within and outside of the district, as pertinent to the responsibilities of the position
- Respond to other requests deemed necessary by the building administrators
- Supervision of students – may include supervision on the playground before school, after school, during lunch, at recess, in the office during in-school suspension, and at other times as directed by the supervisor
- Maintain a high level of ethical behavior and confidentiality of information about students as is expected of the building principal
- Attend professional meetings and complete training courses as needed
- Perform other duties as may be assigned by the supervisor(s)
- Such alternatives to the above duties as the administration may find appropriate and acceptable

Supervisory Duties:

- None

Job Qualifications:

Knowledge, skill & ability:

- Must be able to speak, read and understand English
- Must have ability to relate well with children, parents, district/school staff and community members
- Strong communication skills with employees, parents, and students - able to generate positive relations and morale
- Highly motivated and results oriented
- Possess skills to learn quickly
- Self-directed, displays problem solving skills
- Must have strong computer skills and the ability to operate a variety of office equipment
- Must have working knowledge and understanding of the SIS programs
- Must be proficient in Microsoft Office and Google platforms
- Must be able to work with confidential information
- Must be able to provide first aid care to students
- Must be able to perform complex queries from the SIS
- Must have strong organizational skills and the ability to multitask
- Must adhere to district policies and the strategic plan

Education or formal training:

- High school diploma or GED

Experience:

- Technology experience and training
- Office experience and training, preferred
- 1-2 years experience in a school setting using the SIS, preferred

Material and equipment directly used:

- Computer, printers, scanners, wireless networks, copiers, fax, phones
- Internet hardware and software
- Medical Equipment
- This is not an all inclusive list

Working environment/physical activities:

- Daily routine could include lifting, pushing, pulling, bending, stooping
- Daily routine includes working on the computer with extended periods of sitting and talking to parents and colleagues
- Must be able to lift and carry up to 25 pounds at distances up to 100 feet
- Must be able to work in a variety of temperatures
- Dress appropriately for job conditions and per district policy
- There may be some work outside on occasion

Terms of Employment:

- Primary work is days, Monday - Friday
- Typically 8 hours per day, 200 days per school year or as indicated on work schedule; summer, school breaks, and holidays off (unpaid)
- School District Comprehensive Benefits – please refer to Board Policies, current salary schedule and benefits packet
- This position is that of an “at will” employee. Employment is subject to approval or ratification of a Letter of Employment by the Board of Education and may be terminated by either party with or without cause at any time

Evaluation:

- Performance of this job will be evaluated by the building Principal with input from the District Data Coordinator

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.