



Tolleson Union High School District #214
Clerical Support II – Records /Registration Clerk

Purpose

The job of Clerical Support II- Records/ Registration Clerk is done for the purpose/s of providing clerical support to the Guidance Department and Student Information Systems Manager (Registrar), communicating information to students, parents, staff, and/or other districts; maintaining student information and files and providing information and/or direction as may be requested.

Qualifications

Required:

1. High School diploma or equivalent.
2. Valid AZ Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
3. Ability to maintain appropriate interpersonal relations with students, parents, and other staff of the district.
4. Ability to take and follow directions.
5. Must possess computer skills including Word, Excel, and Power Point.

Preferred

1. Bilingual in English and Spanish.

Essential Functions

1. Assist attendance department in monitoring chronically absent students and advise administration of contact for the purpose of tracking attendance and keeping record of home contacts.
2. Assist in the administration of placement testing for new students as needed for the purpose of assigning students in the appropriate level classes.
3. Assist other personnel for the purpose of supporting them in the completion of their work activities.
4. Assist SIS Manager in enrolling students, entering test data, and entering course requests during pre-registration, assist with report cards/progress reports and track students testing out of courses. May perform duties as SIS Manager on an emergency basis if needed for the purpose of providing support and ensuring completion of necessary data to complete assignment.
5. Audit teacher grade books and prepare grade books for storage; destroy student records and teacher grade books for the purpose of adhering to the Records Management Manual for Arizona School Districts

6. Complete transcripts / records requests for incoming / outgoing / graduated students for the purpose of providing necessary documentation as requested.
7. Maintain a high level of confidentiality for the purpose of ensuring privacy.
8. Maintain records and/or files for the purpose of ensuring an up-to-date reference and audit trail for ADE compliances.
9. Process documents and materials for the purpose of disseminating information to appropriate parties and/or ensuring accuracy of data.
10. Research address errors; verify proof of residency, when possible, for the purpose of maintaining accurate information on students and meeting policy requirements.
11. Responsible for scanning district CRTs for the purpose of distributing scores to faculty as needed.
12. Sort/store files at the end of the school year for the purpose of ensuring documentation is on record in a safe and accessible place.
13. Support Assistant Principal for Curriculum & Instruction for the purpose of aiding with their administrative functions in relationship to student records.
14. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment including pertinent software applications such as Basic SASI, Microsoft Word and Excel computer applications, preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes common office machines and software and office methods and practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include none specified.

Responsibility

This position performs complex clerical duties associated with processing and maintaining student records. The records clerk posts grades, processes name change requests, and maintains and audits student academic files as well as maintains student academic records.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Reports to: Principal or Principal designee (Assistant Principal)

Terms of Employment: Ten-month, full time

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy

FLSA Status: Non- Exempt

Salary: Grade 12

Board Approval: February 6, 2024 (revised)