



Secretary 5 / 9-12 Registrar

Purpose Statement

The job of Secretary 5 / 9-12 Registrar is done for the purpose/s of registering students; maintaining computerized student records; providing student information to authorized parties in compliance with established policies; and providing general clerical support, information and/or direction as assigned.

This job reports to Principal

Essential Functions

- Answers and/or initiates phone calls for the purpose of conveying and/or receiving information, screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists in developing Master Schedule for the regular school year and summer school (e.g. coordinates data in Class Choice with the development of the Master Schedule, creating new classes, suggesting changes, etc.) for the purpose of ensuring student course and class size requirements are accurate.
- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Compiles data (e.g. official enrollment records, school-wide data, etc.) for the purpose of preparing and/or formulating reports.
- Coordinates with district technicians all new courses, course numbers, and cactus codes for the purpose of making sure program is current and accessible to students, parents, on the web site.
- Evaluates transcripts of incoming students for the purpose of transferring grades and semester credit hours into the student information system.
- Informs appropriate personnel, parents, and students of possible student course deficiencies for the purpose of assisting in addressing student course requirements.
- Maintains a variety of manual and electronic documents, files, and records (e.g. cums, grades, transcripts, student information, enrollment record, test scores, progress reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Orders office supplies for the purpose of ensuring availability of supplies required to complete job functions.
- Performs enrollment and withdrawal activities for the purpose of complying with established requirements.
- Performs general clerical functions (e.g. data entry, typing, mailing, faxing, copying, e-mailing, filing, etc.) for the purpose of supporting office functions.
- Performs the job functions of a secretary to the counseling office for the purpose of supporting counselors and administrators.
- Prepares numerous standardized documents and reports (e.g. report cards, class schedules, form letters and memos, GPA ranking report, Yearly State Report, Teacher Verification Report, Homeless Report, etc.) for the purpose of communicating information to other parties and/or agencies.

- Processes a variety of documents and materials (e.g. transcripts, job verification, class, credit, grade changes, etc.) for the purpose of providing required information in response to requests from students, other districts, colleges/universities and/or employment agencies.
- Registers new and ongoing students for the purpose of ensuring student eligibility to enter and transfer to IHS.
- Researches discrepancies in student records for the purpose of verifying graduation status and ensuring the accuracy of information.
- Responds to questions from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and/or students, etc.) for the purpose of providing information and/or direction.
- Verifies student related data (e.g. grades, information, GPA, etc.) for the purpose of ensuring the accuracy of the student records.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment and attendance, graduation and transfer; and business telephone etiquette.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; and working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work 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 significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, and 5% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

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