

**GODDARD USD 265
CLASSIFIED JOB DESCRIPTION**

POSITION: HS Registrar

RESPONSIBLE TO: Building Principal and Director of Guidance

EVALUATED BY: Director of Guidance

TERMS OF EMPLOYMENT: Classified Position
Hourly rate of pay

PURPOSE OF POSITION: Provides clerical support for guidance office and keeps student records.

ESSENTIAL DUTIES:

1. Manage regular office routines and requirements such as, but not limited to, maintaining student records including student data and records and guidance counseling administrative records.
2. Assist with scoring achievement tests with computer, keep records, and make reports.
3. Type and maintain reports on computer as well as in hard copy; maintain accurate records; submit reports; requisition supplies and forms; retrieve information rapidly.
4. Develop reports, compile data, and file student statistical reports as required including, but not limited to computer input of pertinent required data; prepare and print reports, enrollment, attendance, discipline; devise necessary reporting forms as required.
5. Handle records correspondence appropriately and timely.
6. Prepare information and material for counselors and/or meetings; assure and maintain full confidentiality in communications of any kind.
7. Manage student's accumulative records on computer, act as registrar for enrollment, entering and withdrawing students.
8. Disseminate student records information appropriately.
9. Attend training and/or in service provided by the district.
10. Develop extensive knowledge of Skyward.
11. Meet and assist students, staff and parents in a warm and friendly yet assertive manner.
12. Responsible for setting up such as the food snacks and drinks for various meetings and weekly Delta Group.
13. Administer prescribed medications and cover the health room when the school nurse is not available.

OTHER JOB DUTIES (Others may be assigned):

1. Provide appropriate information to the public.
2. Assist all counselors.
3. Complete assigned duties as directed.
4. Maintain files and file records.
5. Responsible for all grades, including changes deletions, importation process.
6. Send transcripts in a timely manner.
7. Assist Guidance Secretary when needed.
8. Consult with Director of Guidance on office issues and procedures.
9. Print and prepare student schedules.
10. Assist with computer scheduling process.
11. Assign student lockers.
12. Maintain cumulative folders.
13. Prepare and coordinate transcript release.
14. Perform tasks of a seasonal nature during the year.
15. Assist with training and supervision of Guidance Aides.
16. Work as needed in summer between counselor Level III days.
17. A classified employee may be transferred at any time to any job which he/she is qualified to perform and when the transfer is deemed to be in the best interest of the district.

REQUIRED QUALIFICATIONS:

1. Must have a high school diploma or its equivalent.
2. Secretarial training and experience desired.
3. Ability to organize an office, including but not limited to, computer and manual organization of filing systems.
4. Proficient in typing, transcription and word processing skills.
5. General working knowledge of office equipment.
6. Telephone skills.
7. Highly functional communication skills.
8. Ability to interact positively with others.
9. Complete district training programs for first aid, CPR, and AED certification.

ATTENDANCE REQUIREMENTS:

Up to a forty (40) hour workweek may be required.

Sick days and vacation day allowances are included in the district personnel policy.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Manages all job duties with the mobility, agility, dexterity and focused observation it takes to meet job standards of performance.
2. Moderate environmental conditions and noise levels. May be required to wear protective equipment including gloves for exposure control under limited circumstances.

PERFORMANCE STANDARDS / EVALUATION:

1. Must support district mission, goals and objectives.
2. Must meet standards in a time sensitive manner as determined by building Director of Guidance.
3. Must demonstrating interpersonal and communication skills: sentence structure, spelling, punctuation, speaking and ability to handle routine and sensitive correspondence and communications.
4. Must demonstrate ability to manage regular office routines and requirements such as, but not limited to maintaining student records.
5. Must demonstrate proficiency in word processing and other computer skills, typing, reporting, filing and transcription skills.
6. Must demonstrate strict confidentiality as to all information concerning students, parents, teachers, administrators and employees of USD 265.
7. Perform job requirements in time sensitive manner as determined by the building Director of Guidance.
8. Must meet all safety requirements as directed by the district.
9. A performance evaluation will be conducted according to district policy by the employee's supervisor or their designee.

I understand the job description that I have read and can comply fully with all requirements with or without reasonable accommodations.

Employee's Signature

Date

Supervisor's Signature

Date