

Washington West Supervisory Union Job Description

JOB TITLE: High School Registrar / Staff Assistant

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To receive, transmit and prepare student records for college placement; and to coordinate and carry-out a variety of key administrative support functions for the High School Guidance Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Coordinate, initiate, prepare, complete, process, and/or monitor a variety of forms, records, schedules, reports, and other documents related to student records, ensuring timely and accurate completion, review and mailing of documents. Follow up with department/District personnel, students, parents, and/or individuals outside of the District to assure timely and accurate completion of such information.
- Prepare student records for submission to colleges. Collect appropriate data, test scores, transcripts, schedules, recommendations, activities, etc... from teachers, counselors and other staff members; photocopy information and prepare for counselor's signature; prepare and mail student records to each college to which the student applies.
- Submit semester and final grades of students to correspond with each college application submitted.
- Track and record mailings and return receipts for all student records distributed.
- Plan and prepare a variety of regular and special reports involving background research, compiling and analysis of data from a variety of sources, and so forth.
- Request student records from receiving schools for student transfers. Check and convert/integrate grades and courses to be consistent with our school grading system and other related policies/procedures.
- Gather records and prepare mailings for students transferring to another school.
- Prepare and distribute student records for scholarships.
- Prepare materials for student achievement and college placement testing; register students, prepare list of names, collect and deposit fees, issue payments for fees and proctors.
- Distribute and collect Progress Reports and Grade Report Rosters from teachers; and coordinate the mailings of Progress Reports and Report Cards to both custodial and non-custodial parents.
- Assist with the development of an annual Course of Studies offered at the high school: develop and prepare the layout of updated materials submitted by teachers, proofread documents and prepare for final printing.
- Perform regular secretarial duties for Director and other counselors: answer phones and carry out standard reception tasks; type/print using word processing correspondences, reports, etc.; order office supplies, books and equipment; maintain appointment calendars; take and distribute meeting minutes; screen and distribute mail; photocopy; set up meetings; and the like.
- Serve as liaison with students, faculty, staff, parents, colleges, alumni, colleges and other key internal and/or external constituency: present information; explain, interpret and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.
- Track and monitor office expenditures.

- Train and supervise the daily activities of assigned support staff.
- Perform other related specialized/technical duties as assigned.

SUPERVISION RECEIVED: Minimal supervision is received from the Office Manager and Guidance Director. Indirect supervision is also received from the school Principal.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Good planning, administrative and organizational skills; good research, writing and math skill; ability to maintain a high level of accuracy.
- Previous experience in organizing and maintaining moderately complex filing and record keeping systems, including some experience with computerized information systems.
- Good understanding of public education organizational structure and administrative operations.
- Ability to deal effectively with a variety of individuals inside and outside of the District.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; walk; and talk and hear. The employee is regularly required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed outside weather conditions. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.