

Purpose:

The Registrar performs a variety of specialized duties in support of the maintenance of academic records, including student enrollment, registration, scheduling, grading, and transfers.

Reports to: Principal or Assistant Principal

Nature & Scope:

The Registrar performs independent work of a regular nature under limited supervision. The nature of the work requires adherence to policies, procedures and regulations. The incumbent interfaces regularly with students, administrators, teachers, and parents. The work requires a high level of professional decorum, calmness and the ability to serve as a role model to young people. The work requires the handling of sensitive materials and a commitment to maintain the highest levels of confidentiality. The incumbent does not have supervisory responsibilities, but may provide training or direction to staff, students and volunteers.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Establishes and maintains computerized record keeping systems, ensuring proper tracking and accuracy.
3. Maintains extensive knowledge of District grade reporting processes and Student Information System.
4. Maintains and updates various types of files, logs and records, both digitally and manually. Responds to requests for such information as directed and makes summary reports. Performs statistical calculations and tabulations in accordance with established formulas and equations.
5. Prepares complex narrative and statistical reports. Follows up on reports that require further action.
6. Assists in building and implementing a year-round master schedule to track student requirements for graduation.
7. Tracks student data related to public funding and oversees required state and federal reporting.
8. Processes and transmits requests for transcripts, test scores, and other student records. Oversees transfer of credits from other districts.
9. Performs periodic audits to ensure accuracy and completeness of student grades, credits and eligibility for graduation.
10. Provides secretarial support to boards and committees, including preparing agendas and supporting materials, taking minutes, and conducting follow-up assignments.

11. Serves as key contact person and liaison between the department and other District departments, staff and the general public. Coordinates the dissemination of department information as appropriate.
12. Orders and prepares school or departmental materials and supplies, including processing purchase orders and ensuring receipt.
13. Performs and supports general accounting and bookkeeping functions.
14. Greets visitors and provides reception services including receiving and routing incoming phone calls.
15. Provides confidential secretarial and support services for administrators, staff, parents and students.
16. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
17. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess High School diploma or GED.
2. Must possess three years of secretarial/office support experience.
3. Must possess excellent written and oral communications skills.

Working Conditions:

The Registrar works primarily indoors in an office environment. The work environment is often controlled and quiet, but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases as well as distraught or difficult individuals. The work requires regular focus on a computer screen and precise control of fingers and hand movements. The incumbent must be able to sit, stand, and walk for long periods of time. Bending, stooping, kneeling and lifting up to 20 pounds and may also be required on occasion.

Work Year: 11 month, 12 month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: February 14, 2019

Date Revised: January 29, 2019

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.