

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **REGISTRAR/STUDENT DATA MANAGER**
Department: High School Site
Reports to: High School Site Principal

SUMMARY:

Acts as assistant to high school secretary, and in their absence performs such duties. Acts as registrar, and is the official keeper of the student records. Acts as support person for software and hardware implementation and problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Sets up and maintains student's permanent records by building transcripts and maintaining cumulative records.
- * Responsible for accuracy of CalPads information for High School
- * Responsible for data collection of SARC, Civil Rights Report, CBEDS, Carl Perkins and WASC for the high school.
- * Assemble and send new year information packet.
- * Assists counseling department with class requests for following year.
- * Maintains high school status with College Board A-G requirements and NCAA requirements. Sets up cash boxes for sports activities and balances receipts.
- * Receives, opens and distributes incoming mail for staff.
- * Enters student data to school computer and acts as data processing systems manager.
- * Responsible for training users and troubleshooting software program problems.
- * Aids with the master schedule.
- * Maintains report cards, honor roll, eligibility lists, scholarship warnings, enters competency test results in student's history.
- * Maintains transcripts, correspondence and student permanent record files.
- * Types variety of documents/ including updating the course offering catalog.
- * Register new students
- * Audit and input student immunization records
- * Assists with graduation.
- * Answer phones, assists students and parents, and other office personnel when necessary
- * Keep a file of bills owed by student, pull report cards of students who have debts, and make sure that all bills are paid before a student graduates.
- * Assists in the preparation of awards night by keeping a list of ordered awards for honor roll, and orders department pins and academic awards.
- * Prepare names for diplomas and make sure they are accurate and order diplomas.
- * Performs basic first aid/CPR and assists with student health monitoring. (The District will not hold employee liable as referenced in Govt. Code 820.2 & 825)
- * Performs other related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and two years of responsible secretarial experience, preferably in a school environment.

OTHER SKILLS and ABILITIES:

Ability to follow directions accurately, typing, knowledge of business English, vocabulary, punctuation and grammar, filing methods, office machines, ability to meet the public and maintain effective working relationship with children and adults. Knowledge of and computer procedures and word processing.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally will lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be arranged.