

Job Title: **Secretary/Registrar, Elementary**
 Job Family: **School-Based Support**
 Pay Program: **Classified**
 Typical Work Year: **10 months**

Job Code: **1314**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G 9**

SUMMARY: Responsible for providing support to the elementary school office by maintaining, monitoring, and managing an accurate student database and student records/files; providing customer service and secretarial support; managing the daily student attendance process; and monitoring daily visitors to ensure a safe school environment. Responsible for the administration, coordination, and communication of the student and course registration process and master schedule. Responsible for accurate student database information and related reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide customer service and secretarial support in the front office. Screen, route, and track (as requested) incoming calls; provide information to callers and visitors; take messages; retrieve voicemail messages; and make outgoing calls for administrators and other authorized personnel. Diffuse difficult situations. Screen all visitors via the secure entry system, scan photo IDs, print visitor badges, and direct to appropriate party. May continually monitor security cameras for safety and security. Call students to the office for meetings/pick-up and assist/monitor students dropped off early for school and or not picked up after school. May accept, sign for, open, and distribute incoming mail, packages, and warehouse orders. Prepare outgoing mail, send, and receive district email and faxes. Communicate with the district and community groups to coordinate building activities and to update master calendar and usage. Maintain current and add new Student Authorization Pickups. May assist with students that are sent to the office with discipline office referrals. Enter and track all discipline referrals in Infinite Campus and maintain Behavior Management reports and database. Retrieve, compile, download, and provide data for reports, both internal and external, such as enrollment projections, student funding, transportation needs, enrollment counts, testing, October counts, Colorado Department of Education (CDE) report, etc. May create schoolwide newsletters and email messages. May maintain the school website by setting up the classroom pages and updating the homepage/school, be a backup for the time and labor process, and/or help with substitute coverage. Provide back up to the health clinic.	D	34%
2. Maintain, monitor, and manage an accurate student database and student records/files according to federal and state law and district policies and procedures by performing student registration, enrollment, withdrawal, and updates. Meet with new parents to explain school/district policies and procedures, gather new student information, and enter registration information into the District database. Coordinate online registration for new students and online check-in for returning students. Complete the enrollment process by obtaining required paperwork, such as out of district records, birth certificates, etc. Establish an appropriate schedule for the student and arrange for registration informational meeting if necessary. Create the initial student cumulative file that follows the student throughout their district education. Oversee the registration/intent process by creating, compiling, ordering, and distributing registration materials. Organize conferences as needed. Withdraw students and mail student records and requests to appropriate locations, purge withdrawn files, and send files to ESC. Forward all 5th grade files to the next school enrolled. Obtain and update personal information such as parent/guardian, address, phone numbers, emergency contacts, etc. Communicate with Legal Department to ensure student court orders are current in Infinite Campus. Maintain accurate class lists. May help with families with transportation.	D	30%

Job Tasks Descriptions	Frequency	% of Time
3. Manage the daily student attendance process by listening to messages on attendance line, contacting parents, entering absences and tardies into the system, verifying that teachers have taken period attendance, running attendance reports, logging attendance concerns in district database, and sending attendance letters to parents. Schedule attendance meetings with Principal as needed.	D	15%
4. Build the master schedule by entering student courses and internal scheduling requests into the system, analyzing conflicts, performing schedule runs, and using tools within the student database software to develop a desired schedule. Ensure that each student has a completed and accurate schedule for the new year. Make student schedule corrections and changes as appropriate.	A	10%
5. Oversee the processing and distribution of grade and progress reports, including ensuring teachers have properly entered all grades for their students, running report card Exceptions Report in Infinite Campus, requesting teacher corrections prior to printing, printing report cards or sending to Print Shop, and overseeing distribution.	Q	5%
6. Coordinates, provides support for, and/or participates in student registration/progress events such as back to school nights, open houses, parent/teacher conferences, etc. Duties may include preparing materials, handouts, agendas, and newsletters; creating signs/posters; making room arrangements; and publicizing the event. Assist with check-in and coordination of field trip volunteers.	Q	5%
7. Perform other job related duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of (3) years of computer and general office experience.
- Experience working with school-age children preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications preferred.
- District Student Information System certification training required within (1) month after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Basic knowledge of First Aid procedures, CPR, and precautions for handling bodily fluids preferred.
- Knowledge of District and school policies and procedures preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies, and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key, etc.
- Operating knowledge of and experience with student information systems preferred, District Certification required

- within 1 month after hire.
- Operating knowledge of and experience with Microsoft (Word and Excel) and Google Applications.
- Operating knowledge of District E-mail system, District Internet required within 1 month after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal, Assistant Principal, or Office Manager Elementary School	3082, 3085, 1300

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy			X	
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			

Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	