

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

High School Registrar

Purpose of the Job

Under the direction of a building administrator, assists administration, staff, students, parents and the public for the purpose of providing information, communication and supporting documents related to student records, including but not limited to, student scheduling, registration, student grading, enrollment and withdrawal of students. Maintains accurate student records (enrollment, withdrawals, attendance, master schedules, grade-related correspondence, etc.) in the student database system(s).

Essential Job Functions

1. Answer and route incoming telephone calls and email requests.
2. Greet and provide information to students, staff and others.
3. Regularly interact with students.
4. Maintain student database(s), master schedule, student schedules, demographic information, academic records, attendance records, courses and class lists.
5. Work with administrators and counselors in planning and conducting student registration and master schedules.
6. Maintain students' permanent academic and cumulative records; ensure records are updated regularly and accurately.
7. Compile reports from student database(s) as requested.
8. Perform the following:
 - Data entry into student database system(s).
 - Enroll new students. Obtain and transcribe new student academic histories, obtain pertinent information from previous schools.
 - Process records for students enrolling or withdrawing from school.
 - Prepare and send transcripts to students, parents, colleges, employers, the military and other agencies.
 - Prepare student grade reports.
 - Process records requests.
 - Collect and prepare information for the monthly student enrollment (FTE) report.
 - Assist with tasks involving preparation for school functions.
9. Maintain up-to-date Running Start records and attend Running Start meetings when requested. Maintain West Sound Technical School student records.
10. Attend district level meetings for information updates, troubleshooting and coordination with other schools and/or departments.
11. Prepare documents for the purpose of providing information to both district personnel and outside auditors and/or state or federal agencies.
12. Uphold and assist with enforcing school rules, administrative regulations and board policy.
13. Take all necessary and reasonable precautions to protect students, student information, equipment, materials and facilities.
14. Maintain confidentiality.
15. Provide a variety of secretarial duties in support of the school office.
16. Perform other duties as assigned.

Qualifications:

Education & Experience:

1. High School diploma, or equivalent, required.
2. Two years of secretarial experience working with school records (related education may be substituted).
3. Student scheduling and district enrollment experience (preferred).
4. Experience working in a customer service environment.
5. Experience working with Skyward (preferred).

Knowledge Skills & Abilities:

1. Knowledge of general office processes and procedures and the use of a variety of office equipment including a personal computer.
2. Specific skills required include word processing/data entry, including spreadsheets (Microsoft Word, Microsoft Excel); database entry/processing.
3. Strong oral and written communication skills with an emphasis on customer service.
4. Demonstrated ability to attend to detail, create and maintain accurate records and follow directions.
5. Ability to work under limited supervision.
6. Ability to organize, set priorities, meet deadlines and work effectively under pressure.
7. Ability to maintain absolute confidentiality and adhere to professional/ethical standards.
8. Other required abilities include: A need to occasionally upgrade skills in order to meet changing job conditions. Work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions. Problem solving with data requires independent interpretation of guidelines and problem solving when equipment is limited. Specific abilities to satisfactorily perform the essential job functions.

Licenses, Certificates & Special Requirements:

Reporting Relationship:

Appropriate building administrator(s)

Conditions of work:

The usual and customary methods of performing the job’s functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant finger dexterity. Visual and hearing acuity is required. Constant interruption is the norm. This job is performed in a generally hazard free environment and in a clean atmosphere.

Union Affiliation:

PSE

FLSA Status:

Hourly (non-exempt)

Wage Range:

Job History: Created:

Immediate Supervisor Date

Human Resources Administrator Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice