

# OZARK R-VI SCHOOLS

## JOB DESCRIPTION

**TITLE: ADMINISTRATIVE ASSISTANT-HIGH SCHOOL REGISTRAR-COUNSELOR**

### QUALIFICATIONS:

1. Excellent communication skills, ability to work with students, faculty, and general public in a friendly, diplomatic, and efficient manner
2. General knowledge of office practices and procedures
3. Ability to edit routine correspondence for spelling and grammar
4. Knowledge of and ability to operate standard office machines and equipment
5. Computer experience; basic knowledge of and ability to use Microsoft Word and Excel
6. High school diploma and minimum one year secretarial experience or any equivalent combination of education and experience
7. Must successfully pass a background check that is satisfactory to the Board of Education

REPORTS TO: High School Principal, Counselors, and/or Chief Financial Officer

JOB GOAL: To perform general secretarial duties for the building principal / office administrators and counselors; to serve a public relations role for the District by greeting and assisting visitors

### PERFORMANCE RESPONSIBILITIES:

1. Handles student record management and processing (enrollment/withdraws/changes)
2. Responsible for Student Data Entry on the student information system and other district programs as needed
3. Greets visitors, students, teachers and administrators; assesses the nature of the visit; assists visitors directly or directs them appropriately
4. Responsible for Grade Reports from the student system and student schedules
5. Collects transfer/drop grades
6. Mails Transcripts, Records, Test Scores, Special Education Records for transfer students
7. Assists Counseling Department in communications to students, parents and staff and sets appointments for counselors
8. Assists parents with Parent Portal issues
9. Responsible for OTC fast track enrollment process
10. Maintains organization in front office area of counseling office
11. Sets up college rep/military recruiter visits
12. Answers the phone, direct and assist callers
13. Performs other duties as assigned by building principal and counselors

PHYSICAL DEMANDS: Must be able to sit for long periods of time

TERMS OF EMPLOYMENT: 200 days as per School Board Policy GBDBA

TYPE OF POSITION: Non-Exempt

EVALUATION: Evaluated Annually by Principal

APPROVED BY SCHOOL BOARD: Feb 21, 2019