

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT-REGISTRAR JUNIOR HIGH/MIDDLE SCHOOL

QUALIFICATIONS:

1. Excellent communication skills, ability to work with students, faculty, and general public in a friendly, diplomatic, and efficient manner. Answer the phone, direct and assist callers.
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: Building Principal

JOB GOALS: 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. Handle student record management and processing (enrollment/withdrawals)
2. Responsible for Student Data Entry on the student information system
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. Track and mail attendance letters
6. Collect and process intervention program data (STOMP, ACCESS, OFS)
7. Assist Counseling Department in communications to students, parents and staff.
8. Monitor promotion guidelines
9. Coordinate MAP testing
10. Perform other duties as assigned by building principal

PHYSICAL DEMANDS: Must be able to sit for long periods of time while sorting papers, working on computer, listening and talking with visitors, and answering phones. Be able to carry mail.

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

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Building Principal
APPROVED BY SCHOOL BOARD: February 21, 2019