

Job Title: Registrar's Secretary

Reports to: Principal/Registrar

Dept./School: Assigned Campus Non-Exempt

Primary Purpose:

- Process all transcript requests for current 9th through 11th grade students, past 3-year graduates, and past 3-year withdrawals.
- Process records requests received via TREX or fax:
 - Fulfill records requests
 - Request records as needed for all new students
- Prepare all insert material for report card mail outs, i.e. copies, folding, etc.
- Process report card mail outs and hand outs – 6 each per year – once Registrar has completed grades/edit sheets. Learn to process grades/edit sheets.
- Deliver report cards to Administration for postage – take to post office as needed.
- Cover Counseling Secretary's lunch in front office – Assist in front office in morning as needed for first 30-45 minutes each day.
- Enter student information on new registration cards.
- File all information in cum folders as needed.
- Organize cum folders 2-3 times per year as directed by Registrar.
- Assist Registrar with PEIMS projects as directed.
- Assist Registrar with duties/projects as needed.
- Assist with new student registration by escorting families to and from Counseling Center as needed.
- Pick up and deliver documents to and from BHS main wing daily.

- At year end, box up oldest files each year to be sent to Records Department including graduates and withdrawn students. Assist Registrar with other end-of-year duties.
- Maintain Nova Net grades, as applicable. Deliver Nova Net Course sheets daily, as needed. Print and file Nova Net Transcripts upon course completions.
- Other duties as required by Principal and Administrators.

Qualifications:

Education/Certification:

High school or GED

Special Knowledge/Skills:

Ability to maintain accurate and auditable records

Ability to use personal computer and software to develop or maintain spreadsheets and databases, and do word processing

Proficient keyboarding and file maintenance skills

Basic math skills

Strong organizational, communication, and interpersonal skills

Experience:

Clerical experience

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature:

Date: