

## **TITLE: REGISTRAR ASSISTANT**

### **QUALIFICATIONS**

1. High school diploma or G.E.D.
2. Previous experience directly related to duties and responsibilities specified
3. Demonstrated knowledge of admissions, enrollment, and student records for an educational organization
4. Knowledgeable about word processing, databases, spreadsheets, and reports
5. Demonstrated proficiency in data processing and use of automated office equipment and software packages
6. Ability to gather and analyze statistical data and generate reports
7. Skill in organizing resources and establishing priorities
8. Strong communication and interpersonal skills
9. Self-motivated
10. Able to work under pressure and deadlines
11. Maintain confidentiality of staff and students

**REPORTS TO**  
Building Principal

### **JOB SUMMARY**

To assist the registrar in providing information about the school leading to the enrollment of students and maintenance of student records.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Registration & Admissions

1. Assist the registrar with the admissions and registration
2. Review and compile student admission applications and related documents
3. Meet with newly enrolled students and parents in person or on the phone to review forms and explain the enrollment and planning process
4. Assist with the collection of all paperwork by responding to specific questions during the form completion process, and follow up on missing forms until file is complete
5. Review, compile, and update student credentials needed for admissions status, and monitor progress of applicants
6. Assist in all admissions special events such as open house, career day, orientations, and high school tours, as assigned
7. Communicate and cooperate with school counselors to assist students
8. Provide Skyward support for counselors and students

#### Record-Keeping

1. Assist the registrar with recordkeeping systems and procedures
2. Maintain academic records, verify enrollment, coordinate graduation, and implement applicable student policies in accordance with accreditation standards and federal and state law, administrative rules, and Board policy pertaining to privacy

3. Compile statistical information and prepare reports
4. Assist in the resolution of problems regarding the management of student records

### Other

1. Assists with standardized testing, scheduling and the course handbook
2. Greet all visitors with courtesy and direct them to the proper person
3. Answer the office telephone, respond with appropriate information and/or transfer calls to the appropriate personnel
4. Perform any bookkeeping task associated with the position
5. Supervise student aides
6. Maintain student, employee and school confidentiality
7. Provide administrative support, which may include scheduling meetings and events, maintaining various office files, initiating and drafting correspondence, and other related duties
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

### EVALUATION

Performance of this position will be evaluated annually by the immediate supervisor in accordance with district policy.

**TERMS OF EMPLOYMENT**This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

### *NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-513                      Professional Personnel  
                                 I.C. § 33-1210                      Information on Past Job Performance