

**SCHOOL DISTRICT 27J**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Registrar – High School  
**Date Prepared or Last Modified:** December 22, 2018, Reviewed December 2021  
**Work Year:** 235 days  
**Department:** High School Counseling Office  
**Reports To:** Principal

**SUMMARY:** Responsible for primary support to Administration and the Counseling Departments. Analyze, synthesize, compile, and verify confidential student database information for the preparation of state, district and school reports through the use of information technology systems. Collaborate with and support Administration, Counseling Department and district personnel to ensure successful achievement of school goals and graduation requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

10% Provide direction and information to college-bound or military-bound seniors who require scholarship, FAFSA, ASVAB, or Common Application assistance.

20% Schedule, coordinate and participate in student events such as college fairs, military fairs, parent/teacher conferences, award ceremonies and the Commencement Ceremony. Participate as a decision maker in aspects of Commencement and graduation activities, including the award ceremonies, recognitions and the graduation ceremony. Lead and support graduation related projects, correspond with Administration, Counselors, district personnel, teachers and students regarding requirements, achievements and deficiencies.

20% Manage all student records and Manage, monitor and maintain an accurate student database in compliance with federal and state laws and district policies and procedures. Prepare accurate reports and data, both internal and external, such as, but not limited to, enrollment projections and counts, course distribution, graduation, student funding, October Count, and CDE reports. Support Administrative and Counseling Departments by compiling and providing analysis of data through the use of district information technology systems.

10% Responsible for evaluating transcripts for new students and transferring them into the Infinite Campus system.

10% Process work credits, Credit Recovery, grade changes, and credit earned from Post-Secondary institutions and Process education verification documents from the military, legal system, Social Security and private companies.

10% Enroll and withdraw students, and update demographic information.

10% Responsible for the completion of grade reporting cycles by ensuring teachers have properly entered all grades for their students.

5% Ensure a welcoming office environment that supports internal and external needs. Responsible for greeting and assisting visitors and students, providing information and materials, scheduling appointments and use of conference rooms, and answering phone calls.

4% Responsible for the supervision of Counseling Office Aides.

1% **Ongoing:** Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING** High school diploma or equivalent plus post-secondary courses in office management, secretarial, work processing, computer, and bookkeeping skills.

**EXPERIENCE:** Over two years and up to and including three years of experience in secretarial experience at a secondary school.

**SKILLS, KNOWLEDGE, & EQUIPMENT** Interpersonal, communication, public relations, customer service, problem solving, microcomputer, basic math, phone etiquette, and secretarial skills. Ability to maintain confidentiality in all aspects of the job. Operating knowledge of and experience with microcomputers. Operating knowledge of general office equipment and phone system within 2 weeks after hire.

**CERTIFICATES, LICENSES, & REGISTRATIONS** None required.

**SUPERVISION/TECHNICAL RESPONSIBILITY** Directly supervises Student Workers in the Counseling Office - Cooperative Office Education (COE) student worker – doing filing in the office. Also assists with the supervision of student aides. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; providing feedback on performance; and addressing complaints and resolving problems. Acts as a resource to counselors, teachers, students, and parents regarding student records and history.

**JUDGMENT AND DECISION MAKING** Work is self-directed and assigned by Counselors, Assistant Principals, and Principal. Requires judgment and organizational skills to properly record, manage, and disburse student records; to direct the work of individuals within the office; and to perform secretarial functions for the office. Work is guided by district and school policies and procedures. Decision making requires collaboration with Counselors, Assistant Principals, and Principal. Supervisor is involved only in major decisions.

**DIVERSITY OF DUTIES** Requires cross training in basic supervisory skills, secretarial skills, school curriculum, student records requirements, basic attendance and athletics knowledge, phone operation, microcomputers, and negotiation/mediation skills. Duties impact individuals within the school and parents.

**SAFETY TO SELF AND OTHERS** Low exposure to self to cuts and bruises due to typical office accidents and to repetitive motion injuries due to keyboarding.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell (to discern smoke in the building and alcohol and/or drug use by students). The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, synthesize, use interpersonal skills, compile, and negotiate. Occasionally required to instruct, compute, and evaluate.