

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Secretary, Middle School Registrar
Date Prepared or Last Modified: December 2021
Work Year: 10 Months
Department: Middle School
Reports To: Principal

SUMMARY Perform administrative and secretarial activities related to student database management including filing, typing, record keeping, student schedules, student grades, transcripts, and attendance. Perform other duties such as issuing medications to students, tending to ill students, and other office related duties.

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

D % 7% Work with Building Administrators to maintain student discipline records in Infinite Campus. File data and compile discipline reports as needed for administration and CDE.

D %20% Process and manage student enrollment and withdrawals, including orienting new students to school; requesting student records from previous school; and forwarding students records to other schools for transferring students. Enter student information into Infinite Campus and set up files and update documents in to IC,. Maintain other student required forms. Scanning and uploading information into Infinite Campus;

D %25% Greet visitors, students and staff; answer questions; provide materials and information; and direct them to various locations in the building. Operate Raptor and other security measures to follow safety procedures and filter students and families through the office. Update and monitor student attendance.

D %20% Answer telephones, provide information as necessary, and route calls to appropriate individuals. Assist with translations...phone calls for teachers to parents.

D 8% Oversee students in the office area for discipline issues. Monitor and ensure proper behavior.

D 4% Maintain and modify the master student class schedule as directed by the building Principal. Oversee the computer automatic scheduling process and assist counselors with walk-in scheduling.

D 12% Make necessary changes to student information such as address, phone number, custodial parent, and emergency information and generate reports as needed for teacher and administration use.

D 8% Direct the work of the student office workers to perform routine office functions, ensure proper behavior, and maintain discipline.

D 8% Dispense medications to students per parents' and physician's instructions. Administer first aid to students when needed. Serve on and assist the Crisis Response Team

D 3% Manage student IC accounts, establishing new ones, assisting with locked accounts, etc.

D 2% Manage student lockers. Assign to students as needed, make any necessary changes though out the yea., Coordinate with custodial staff to prepare lockers for new year, including, cleaning, changes of combinations and repairs.

M 5% Track student information and generate reports for annual October Count enrollment, perfect attendance, Honor Roll lists, and other reports as necessary.

M 5% Manage the grading portal throughout the year. Opening and closing the window at each term, monitor to ensure teachers are posting and publishing to the portal. Printing grade reports as necessary for conferences.

A %5% Manage open enrollment process. Notify existing students of the Open Enrollment dates, track open enrollments received, notify families of the principal's decision and process the accepted family's enrollment paperwork.

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 courses in office management and computers.

EXPERIENCE: One year and up to and including two years' experience with clerical duties and working with children.

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 Microsoft Office. Working knowledge of and experience with Infinite Campus preferred but not required. Operating knowledge of general office equipment, intercom system, and alarm system within 2 weeks after hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required.

SUPERVISION/TECHNICAL RESPONSIBILITY: Directly supervises student office aides in conjunction with the Principal's Secretary. 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; disciplining; and addressing complaints and resolving problems. Acts as a resource to counselors, deans, teachers, students, and parents regarding student records, history, attendance, and schedules.

JUDGMENT AND DECISION MAKING Work is self-directed and assigned by Counselors, Principal, or Deans. Requires judgment and organizational skills to properly record, manage, and disburse student records; to manage student attendance; to manage student schedules and class sizes; 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, Principal, Dean, teachers, and other office staff. Supervisor is occasionally involved in decision making.

DIVERSITY OF DUTIES Requires cross training in basic supervisory skills, secretarial skills, communication, and knowledge of student information systems, student attendance policies, student class scheduling, grade reports, student records requirements, basic first aid, PBX operation, and microcomputers. Duties impact individuals within the school and parents.

SAFETY TO SELF AND OTHERS: High exposure to self to repetitive motion injuries due to keyboarding. Low exposure to self to cuts and bruises due to typical office accidents. May also have exposure to and expose others to injuries if a crisis situation is not handled effectively.

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; reach with hands and arms; talk; and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. 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 communicate and use interpersonal skills. Frequently required to compare, analyze, copy, instruct, compute, synthesize, and compile. Occasionally required to coordinate, evaluate, and negotiate.