

JOB TITLE: ELEMENTARY REGISTRAR

QUALIFICATIONS:

1. A minimum of a high school diploma or equivalent and experience in word processing, database, and spreadsheets.
2. Knowledge of computer usage and modern office practices
3. Effective communication techniques and procedures. Communicate effectively in oral and written form.
4. Establish cooperative relationships in a calm and tactful manner
5. Effectively carry out oral and written directions.

REPORTS TO: Building Principal

JOB GOAL: To provide the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the elementary school office.

PERFORMANCE RESPONSIBILITIES:

1. Perform general tasks such as making copies, delivering papers / mail to staff mailboxes, answering phones and delivering messages as necessary, and checking students into and out of school.
2. Enroll new students throughout the school year. This involves handing out and explaining paperwork, contacting the bus barn about transportation and inputting all information into the computer as well as contacting other schools for information.
3. Greet families and take care of the enrollment process for new kindergarten and pre-school students at screenings.
4. Updating enrollment information for every student in grades PK-4 at the beginning of every school year.
5. Maintain all permanent records for all students PK-4.
6. Attend court proceedings when school records are subpoenaed.
7. Copy and mail records for students transferring out of district, and updating their status on our computer system.
8. Maintain confidentiality per FERPA.
9. Maintain files for all school business, sick and personal leave applications for all staff and arrange for substitute teachers and aides as needed.
10. Create a weekly sub report listing all staff who were absent throughout the week and the substitutes who were called in to replace them.
11. Fill in and assist other secretaries as needed; take care of attendance, lunch count and other duties assigned by the principal or assistant principal.

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Elementary Registrar Secretary)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Elementary Principal)