

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

REGISTRAR/ RECORDS CLERK

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Type and take dictation at a prescribed rate of speed.
3. Word processing skills may be accepted in lieu of shorthand or other dictation skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in computer operations. Working knowledge of basic office procedures and the operation of office machines and equipment. Extensive knowledge of the operation and programs of the school system. Considerable knowledge of office practices, grammar, spelling and business correspondence. Ability to exercise independent judgment Ability to deal effectively and courteously with students, school personnel and the general public. Type at a prescribed rate of speed, take and transcribe dictation or use word processing skills. This is advanced and highly responsible work which involves a variety of secretarial duties in a school. Work may involve the supervision of various clerical personnel assisting the secretary. Work is performed under the general supervision and direction of the Principal. Work involves the application of much independent judgment in the performance of duties assigned. Ability to efficiently and effectively manage multiple tasks in stressful situations.

REPORTS TO:

School Principal

JOB GOAL:

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

SUPERVISES:

May involve supervision and training of various clerical personnel and office management.

PERFORMANCE RESPONSIBILITIES:

1. Serve as Registrar at the senior high. and as a back-up to the Secretary to School Principal.
2. Maintain confidentiality of student records.
3. Monitor access to records and I or vault where records are stored.
4. Answer any questions teachers have pertaining to students and grading procedures.
5. Keep daily log on all transcript requests.
6. Keep daily log on all transfers of student records.

REGISTRAR/RECORDS CLERK (Continued)

7. Request all new student records as students enter school from the previous school
8. Work with teachers on grade changes, class changes and other duties.
9. Prepare transcripts, as requested by student I parent I educational institution.
10. Register new students and withdraw students.
11. Maintain computer records on all students, transcripts and health records.
12. Screen new students for migrant program and I or ESOL.
13. Prepare birth-date verifications for current and former students, as requested.
14. Prepare graduation verifications for former students.
15. Create and maintain a current file (folder) on each student currently enrolled, graduated, or withdrawn.
16. Develop correspondence as necessary.
17. Prepare senior letters for recruiters, stating status of students and the expected date of graduation.
18. Do verifications of graduations.
19. *Compute cumulative G.P.A.'s as necessary.*
20. *Determine whether a student is I is not eligible to attend SFCC in the dual enrollment program, and fill out the necessary permission forms.*
21. Prepare 300 - 400 transcripts for SFCC scholarship applications within one-week period.
22. *Do credit checks on all seniors to determine who will graduate, or what is still needed to meet requirements for graduation. (This is always done on a weekend right before the last week of school. We get the grades on Saturday morning, and have to have the information ready for parents / students on Monday morning.*
23. *Complete credit checks on every current student for promotion/ retention. (This is done during the summer, and is very tedious).*
24. *Prepare graduation programs, including a "picture-ready" mock-up for the printers.*
25. Assist in graduation practice.
26. Prepare and disburse records during senior "skip" week.
27. *Order diplomas, including preparation of computer diskettes to be sent to the diploma supplier.*
28. *Act as the contact person for the school nurse.*
29. *Notify the school nurse of any new students entering school, and have her check their health records.*
30. *Handle office communication.*
31. *Prepare and type a wide variety of records, reports, newsletters, printed programs and athletic eligibility lists.*
32. May supervise clerical assistants in the performance of similar or related work.
33. Perform receptionist and I or bookkeeping duties as required.
34. *Use effective, positive interpersonal communication skills.*
35. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENT:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

REGISTRAR/ RECORDS CLERK (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6

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