

MIDDLE SCHOOL REGISTRAR**DEFINITION**

Under general supervision of the Principal or Assistant Principal, performs specialized clerical and technical work involving middle school registrar functions related to admission, enrollment and attendance, evaluation of transcripts, permanent records and reports, and a wide variety of complex clerical tasks. These duties are of moderate difficulty, involving specific routines and broadly defined policies and procedures.

QUALIFICATIONS**Experience:**

Two (2) years of general clerical experience; preferably at least one (1) year in a school district.

Education:

Equivalent to completion of the twelfth grade.

DISTINGUISHING CHARACTERISTICS

Positions in this class are responsible for registrar functions in a middle school office. Employees in this class are expected to exercise a degree of independence, judgment, and discretion in the handling of complex problems as they arise. Incumbent works closely with teachers, students, and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists administrators with scheduling, including but not limited to data entry and production of student schedules and class lists.
- Complies with all applicable District policies and procedures.
- Computes and/or assists in the calculation of Grade Point Averages (GPAs); prints report cards, honor roll lists, and related forms and reports.
- Updates the PowerSchool database daily.
- Establishes and maintains individual student records in cumulative folders, insuring accuracy, confidentiality and security of recorded information.
- Implements process to maintain student records; sends and requests student files, and updates as needed.
- Enrolls, dis-enrolls, and completes clerical procedures for transfer students, including the PowerSchool registration process.
- Prepares and maintains class lists and records of student placement.
- Maintains the student record databases, inputs, and accesses information according to procedures.
- Compiles weekly, monthly, and annual reports as required.
- Prepares transcripts and accompanying records for student transfers; assists with the disenrollment procedures as necessary.
- Review records, including withdrawal grades test data and cumulative records for incoming transfer students.
- Responds to requests for information, answers questions, and verifies data regarding student enrollment, grades, and placement to assist authorized staff and representatives of agencies in their work for the students.
- Collects book and Chromebook forms.
- Enters data into individual student discipline files regarding excessive tardies and actions resulting in discipline and/or suspension, and places related documentation into individual student discipline files regarding excessive tardies and resulting in disciplinary actions.
- Works with the parents and public through in-person, telephone, and email communications.
- Assists in directing phone calls, receiving visitors, providing routine information, and referring inquiries to the appropriate staff.
- Prepares a variety of reports and written materials (e.g., report cards, class rankings, grade checks, failure letters, attendance activity report, etc.) for the purpose of meeting state, federal and/or district requirements.
- Processes documents, forms, mailings, and materials (e.g., new registrations, transcripts and transcript requests, withdrawals, bus passes, etc.) for the purpose of disseminating information and completing transactions.
- Monthly and End of Year ADA Attendance Reports
- Maintains a Google sheet tracking all Choice Forms and ITP students throughout our district, including updating PowerSchool.
- Assist parents with Parent Portal Accounts, (e.g., maintain current email addresses, usernames, and passwords). Provide in person assistance and instruction with InfoSnap and PowerSchool.

- Other related duties may be assigned consistent with the knowledge, skills and abilities required for the job.

KNOWLEDGE:

Modern office methods and practices, including standard record maintenance procedures and filing systems; correct English usage, spelling, grammar, and punctuation; basic mathematical skills; state and school regulations, rules, and policies, and the ability to apply them with good judgment in a variety of situations.

ABILITIES AND SKILLS:

Learn and apply district rules, regulations and policies; perform responsible and difficult clerical and technical work with accuracy, speed, and a minimum of supervision; prepare and maintain complex records and reports involving a large number of unit records and a large volume of changes; review, interpret, and evaluate applications, transcripts, and other specialized documents; understand and follow instructions on complex matters quickly and accurately; foster effective working relationships with students, parents, teachers, and co-workers; type at a speed of 50 net words per minute; essential functions require, with or without the use of aids: mobility to move to counter, files and other areas of the school or office; sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate telephone, other standard office equipment.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.