

JUNCTION ELEMENTARY SCHOOL DISTRICT

REGISTRAR 206 Day Calendar

Brief Description of the Position

Under the supervision of the Site Superintendent/Principal, the registrar is primarily responsible for maintaining accurate and confidential student records, including academic performance, demographic information, attendance, and course registration, ensuring compliance with school policies and state regulations by managing the student data within the school's system.

Duties and Responsibilities

1. Greets all visitors in a friendly, courteous, and professional manner, determines their needs, checks availability and directs them to the appropriate person/department.
2. Answers telephones and takes messages in a professional manner and provides information as needed.
3. Assists with the collection of applications for admissions, including Interdistrict transfers and reviews for accuracy and completeness, and follows up regarding necessary supporting documents.
4. Issues Tardy slips to students.
5. Maintain records on student tardiness.
6. Acquires SSID numbers on new incoming students, and enrolls and withdraws students from Aeries.
7. Communicates to the District Office when a new student, including JPA students, enters and exits the district.
8. Prepares daily attendance reports and monthly summaries.
9. Process inter/intra-district transfer requests and maintain appropriate records. Submit records to the District office for approval/denial. Send out denial letters.
10. Daily work in Aeries including but not limited to new enrollment/dis-enrollment of students, attendance updating, sends and receives student cumulative records, create master schedule, end-of-year and beginning-of-the-year procedures, and Free & Reduced lunch entry.
11. Assists the School Office Manager with Master Schedule
12. Answers telephones and professionally takes messages and provides information as needed.
13. Operates and maintains a variety of standard office machines, including computers
14. Copies materials and prepares mailing lists.
15. May process student report card data.
16. Perform minor first aid and administer student medications as appropriate and necessary.

17. Assists with attendance audits.
18. Assists with parent support as needed.
19. Works with the Assistant Principal on new attendance issues.
20. Performs all tasks according to applicable laws, codes, regulations, policies, and procedures.
21. Prepare SARB packets and schedule the meetings.
22. Performs minor first Aid and may administer medications
23. Other duties as assigned by their direct supervisor
24. Maintains a high level of public image in all contacts

Qualifications

1. High School Diploma or equivalent
2. Completion of appropriate college coursework desired
3. Three years of broad, varied, and increasingly responsible experience in clerical and secretarial work preferable in the field of public education.
4. Valid First Aid Certificate
5. Mechanical skills - accurate typing at not less than 45 wpm, as evidenced by appropriate typing certificate (issued within the last 6 months); knowledge of correct English usage, spelling, grammar, punctuation, and composition; modern school office practices, methods, and procedure; standard school filing and recording systems; standard office machines.
6. Ability to:
 - Operate standard office equipment, including Work computer software.
 - Must have working knowledge of Aeries.
 - Receive and give information over the telephone or in person in a courteous and professional manner.
 - Work efficiently under pressure with frequent interruptions.
 - Understand and carry out oral and written instructions.
 - Maintain cooperative working relationships with staff and public
 - Communicate effectively with students, staff and the general public
 - Read, understand, and explain standard district policies
 - Accurately complete daily school attendance accounting reports and monthly attendance accounting summaries, categorical program forms and reports.

Physical Demands

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to climb or balance; stoop; kneel; or crouch. The employee frequently reaches with hands and arms.

The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Board approved: 4/22/25

