

Wentzville R-IV School District
Position Description
Locator: 3.16

Position Title: Administrative Secretary - Registrar

Reports To: Building Principal

SUMMARY

Responsible for administering, planning, coordinating, and supervising all aspects of the permanent records of students.

QUALIFICATIONS/REQUIREMENTS

The Administrative Secretary shall have earned a high school diploma or its equivalent; possess a high level of competence in secretarial skills, a working knowledge of personal computer operations and word processing software packages, and display a high degree of independent initiative.

ESSENTIAL JOB DUTIES

- Demonstrates proficiency in database management and spreadsheet development
- Supervises the maintenance of all permanent student records.
- Maintains, evaluates, and recommends improvements in the area of permanent student records, including all electronic records.
- Keeps the building principal and the guidance department informed as to the areas of concern with regard to permanent student records.
- Assists in the coordination of preliminary information regarding student enrollment.
- Responsible for insuring that all permanent record information is kept current.
- Responsible for sending all permanent student record information to the appropriate individual and/or organization.
- Responsible for requesting transcripts for students new to the Wentzville high schools.
- Assists counselors with records check to insure that all seniors will meet graduation requirements.
- Insures that all students enrolled in classes are given proper credit on permanent records.
- Assists in the registration of students.
- Supervises the preparation and transmittal of transcripts and other official documents relating to students.
- Responds to requests for information about students from colleges, prospective employers, and similar agencies with legitimate interests.
- Demonstrates knowledge of the Family Educational Rights and Privacy Act of 1974.
- Assumes responsibility for generating grade-reporting documentation.

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- Manages Student Information System and completes all data entry required for state reporting.
- Maintains student Special Education files.
- Facilitates preservation of permanent student records.
- Maintains scheduling and grade reporting for students in the Alternative Program.
- Generates reports, upon request, for the Central Office Administration.
- Notarizes school related documentation.

OTHER DUTIES AND RESPONSIBILITIES

Completes secretarial tasks assigned by the Building Principal/immediate supervisor.
Performs other duties as assigned by the Building Principal/immediate supervisor.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this job will be evaluated in accordance with provisions of District Policy on evaluation of support services personnel.