

Job Title: **Registration Specialist, Secondary Schools**
Job Family: **School Based Support**
Pay Program: **Classified**
Typical Work Year: **10-12 months**

Job Code: **1303**
FLSA Status: **Non-Exempt**
Shift Differential: **No**
Pay Range: **G 12**

SUMMARY: Responsible for administering, coordinating, and communication of student registration, managing the master schedule, ensuring accurate student database information and reporting, maintaining student records according to protocol, and providing customer service by welcoming visitors, parents, and students, and addressing their inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain and manage an accurate student database in compliance with federal, state, and district regulations. Enroll and withdraw students, update schedules and personal information, and maintain accurate class lists. Retrieve and provide data for various internal and external reports like enrollment counts, grade distributions, and state reports. Responsible for overseeing grade and progress reporting, ensuring accurate data entry by teachers, managing the distribution of reports, and maintaining accurate student transcripts.	D	40%
2. Coordinate the student enrollment process by obtaining required paperwork, such as out of district records, birth certificates, health records, etc., explaining school/district policies and procedures, establishing an appropriate schedule for the student and arranging for registration informational meetings if necessary. Provide student records upon request, purge files and/or arrange files for electronic recordkeeping.	M	25%
3. Assist in building the master schedule by inputting student courses and schedule requests into the system, analyzing conflicts, performing schedule runs and using tools within student database software to develop a desired schedule. Ensure that each student has a complete and accurate schedule for the new school year. Make student schedule corrections and changes as appropriate.	A	15%
4. Coordinate and oversee the course registration-process by compiling, editing, verifying data, sending translation services, and arranging for the printing of all registration materials; organizing conferences if needed; preparing and distributing all registration materials; and collecting schedule choices from students. Support and collaborate with counselors for transitioning middle school students. Coordinate with IT when the student portal should be open.	A	10%
5. Coordinate, provide support for and/or participate in school events such as back-to-school nights, open houses, and parent-teacher conferences, etc. Responsible for preparing event materials, organizing staff coverage, creating promotional materials, arranging rooms, and publicizing the event.	A	5%
6. Back up other office staff as needed.-May answer phones, take and deliver messages, greet and direct visitors, respond to requests for information and schedule appointments as needed. May be responsible for planning, assigning and directing work of other staff.	Ongoing	4%
7. Perform other duties as assigned.	Ongoing	1%
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of 4 years experience in clerical support positions. Registrar experience preferred.
- Minimum of 2 years of MS Office (Excel/Word) and Google applications experience
- A minimum of 2 years of District Student Information System data entry experience highly preferred.
- Experience working with students preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Required attendance at continuing education courses as appropriate.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Customer service skills.
- Critical thinking and problem-solving skills.
- Time management, organizational and prioritization skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Knowledge of District and school policies and procedures preferred.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with District's Student Information Systems.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with Google applications preferred.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	High or Middle School Principal or Office Manager	3080,3081,1301, 1302

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Student Aide	0-2	992

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- May be responsible for making purchases on the purchasing card; assisting with planning department budget expenditures; monitoring budget expenses; and/or maintaining registration related supplies, inventories and equipment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands and fingers to handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	