

Job Title: **Secretary/Registrar, Elementary**
Job Family: **School-Based Support**
Pay Program: **Classified**
Typical Work Year: **10 months**

Job Code: **1314**
FLSA Status: **Non-Exempt**
Shift Differential: **No**
Pay Range: **G 9**

SUMMARY: Responsible for providing support to the elementary school office by maintaining, monitoring, and managing an accurate student database and student records/files; providing customer service and secretarial support; managing the daily student attendance process; and monitoring daily visitors to ensure a safe school environment. Responsible for the administration, coordination, and communication of the student and course registration process and master schedule. Responsible for accurate student database information and related reports.

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. Provide front office customer service and secretarial support, including managing communications by answering, screening, routing, and tracking calls, providing information to callers and visitors, taking messages, and making outgoing calls, while also diffusing difficult situations. Screen all visitors via a secure entry system, scan IDs, print badges, direct visitors, and continuously monitor security cameras for safety. Responsible for managing student interactions such as calling students to the office, assisting/monitoring early drop-offs or late pick-ups, and communicating with parents via various school and district platforms. Administrative duties include managing incoming and outgoing mail, packages, and warehouse orders, handling district email and faxes, coordinating building activities with district and community groups, maintaining the master calendar, and updating student authorization pickups. Prepare various documents such as memos, letters, reports, and agendas, ordering refreshments, and performing daily office tasks like making announcements, answering classroom calls, supervising students, and accepting deliveries. Assist with student discipline referrals, entering and tracking them in Infinite Campus, maintaining Behavior Management reports, and retrieving and compiling data for various internal and external reports (e.g., enrollment projections, student funding, transportation, testing, and CDE reports). Responsible for creating school-wide newsletters and email messages, maintaining the school website by setting up classroom pages and updating the homepage. Provides backup for the time and labor process, assists with substitute coverage, and supports the health clinic, health office, and office manager, including student monitoring and behavioral support in the office setting.	D	35%
2. Maintain, monitor, and manage an accurate student database and student records/files, adhering to federal and state law and district policies. Process student registration, enrollment, withdrawal, and updates. Meet with new parents to explain school/district policies and procedures, gather new student information, and input registration details into the district database. Coordinate online registration for new students and online check-in for returning students and complete the enrollment process by obtaining required paperwork. Establish appropriate student schedules and arrange informational meetings as needed. Create initial student cumulative files that follow students throughout their district education and oversee the registration/intent process by creating, compiling, ordering, and distributing registration materials. Withdraw students, mail records and requests to appropriate locations, purge withdrawn files, send files to the ESC, and forward all 5th-grade files to the next enrolled school. Communicate with the Legal Department to ensure student court orders are current in Infinite Campus. Maintain accurate class lists and may assist families with transportation needs.	D	35%

Job Tasks Descriptions	Frequency	% of Time
3. Manage the daily student attendance process by listening to messages on attendance line, contacting parents, entering absences and tardies into the system, verifying that teachers have taken period attendance, running attendance reports, logging attendance concerns in district database, and sending attendance letters to parents. Schedule attendance meetings with Principal as needed.	D	15%
4. Build the master schedule by entering student courses and internal scheduling requests into the system, analyzing conflicts, performing schedule runs, and using tools within the 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. Oversee the processing and distribution of grade and progress reports, including ensuring teachers have properly entered all grades for their students, running report card exception reports and overseeing distribution.	A	10%
5. Coordinate, organize, provide support for, and/or participate in student registration/progress events such as back-to-school nights, open houses, parent/teacher conferences, etc. Duties may include preparing materials, handouts, agendas, and newsletters; creating signs/posters; making room arrangements; and publicizing the event. Assist with check-in and coordination of field trip volunteers.	Q	4%
6. Perform other job-related duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of (3) years of computer and general office experience.
- Experience working with school-age children preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications preferred
- District Student Information System certification training required within (1) month after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Time management, organizational and prioritization skills.
- Basic knowledge of First Aid procedures, CPR, and precautions for handling bodily fluids preferred.
- Knowledge of District and school policies and procedures preferred.
- 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.
- 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.
- 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.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of typical office equipment, such as telephones, copiers, E-mail, etc.
- Operating knowledge of and experience with student information systems preferred, District Certification required within 1month after hire.
- Operating knowledge of and experience with Microsoft (Word and Excel) and Google Applications.
- Operating knowledge of District E-mail system, District Internet required within 1 month after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE		JOB CODE
Reports to:	Principal, Assistant Principal, or Office Manager Elementary School		3082, 3085, 1300
	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

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 and/or feel				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			
50 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)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

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