Job Title: **Registrar – Junior High**

Qualifications:

Credentials: **None**

Education: High school diploma and some vocational experience in or after high school in computers, filing and basic office skills.

Training or Experience Required: 1 year of clerical experience with some training with computerized records.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Proficient skills in typing/word processing

Site: **Junior High**

Reports To: **Principal**

Job Goal (Purpose of Position): Performs semi-skilled level clerical duties under general supervision to assist the Principal to register students, maintain records, record grades, and assist counselors with other secretarial duties.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Works with counselors in registering students.

2. Coordinates and maintains computer processing and printing of all student files, schedules, grades, IDs, and absences.

3. Coordinates the acquisition, processing and distribution of student records. This includes proof of residency, immunization records, and grades/records from prior schools. Maintains confidentiality of all student records.

4. Initiates new student records, as needed. Corresponds with other schools regarding student records.

5. Assists new students with lockers, busses, finding classes and general orientation.

6. Receives and records all student grades and standardized test scores. Updates transcripts.

7. Prepares student lists as requested, certifying eligibility, nominations, grade point averages and class rank.

8. Prepares student insurance forms and driver's education certificates.

9. Serves as receptionist/secretary to counselors. Prepares confidential reports.

10. Provides secretarial relief as needed.

11. Performs other duties as requested by the Principal.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the radio and telephone. Must be able to replenish supplies as needed.

TERMS OF EMPLOYMENT:	Junior High - 200 days per year
SALARY:	Category A- Junior High
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 8/9/1993
Revised 1998-99 Negotiated Contract
Revised 11/27/2000
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Revised 2024-25 Negotiated Contract