

School District No. 21 of Maricopa County, Arizona
MURPHY ELEMENTARY SCHOOLS

POSITION DESCRIPTION

CLASSIFICATION: Clerical

POSITION: Student Registrar/Secretary

QUALIFICATIONS:

1. High School diploma required or equivalency certificate (GED). (One year of moderately difficult secretarial-clerical experience may substitute for training requirement).
2. Typing minimum 50 words per minute and having knowledge of filing procedures. Will have spelling accuracy of at least 85%.
3. Computer experience/word processing/database development required.
4. Requires more than two years of related experience with at least one year service in district desirable.
5. Some assignments may require possession of a valid Arizona driver's license
6. Ability to translate and communicate in Spanish required in some assignments.
7. Will have a verifiable interest in the ability to work with people.
8. Must demonstrate an interest with and concern for students and in the entire educational process.

REPORTS TO: Administrator of the office to which assigned.

SUPERVISED BY: Administrator of the office to which assigned.

SUPERVISES: No one.

POSITION GOAL(S): Main purpose of this clerical position is to take care of student records, active or non-active, on file and in the computer. Attendance reports and Wednesday attendance report. Receptionist and other routine services to the office to which assigned.

PERFORMANCE RESPONSIBILITIES:

1. Type routine correspondence, form letters, forms, tabulations, requisitions, lists, tables and other materials from copy or rough notes.
2. Sort and distribute the district and U.S. mail. Count and distribute flyers, letters and place them in the teacher mailboxes to send home in a timely manner.
3. Will perform a variety of routine clerical duties of a moderately varied and difficult nature under general supervision and to provide general support services. Perform filing, answer telephones, take messages for school staff and students.
4. Perform receptionist duties.
5. Maintain the student filing system in order, active and withdrawn student files. Recording and classifying administrative forms, reports, data and records.

6. Will input student information through the SAIS system, or other student management system as developed, into computer on a daily basis as needed or directed by the unit supervisor. Including all program information, compiling reports from attendance data for staff, school, and/or district use, such as monthly register reports, class rosters, attendance reports, etc.
7. Will document as required all student enrollments and also follow the established procedures for withdrawals.
8. Assist teachers with reports and paper work.
9. Will keep a log book of student records requested and received.
10. Will assist in the preparation of student records to be forwarded to the district records room. Will assist with the transfer of student records to be placed in new classroom for following school year, according to class list (End of Year Procedures) through the use of technology (computer system).
11. Distribute requested supplies on a weekly basis. Will keep inventory of all necessary forms, requisitions, P.A.R.s, permission slips, and supplies. Place supply order to District Warehouse on a monthly or as needed basis, maintain proper order and stock of the supply room as these are received and distributed.
12. Assist with mailings such as retention notices, 8th grade activities, and insure that flyers, newsletters, notices, menus, etc., are distributed in a timely manner.
13. Present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each child.
14. Assist Administrative Secretary with opening of school procedures, end of year procedures check-out, and other job related tasks throughout the school year.
15. Translation of newsletters, programs, and notices that are sent home to the parents. Verbal translations for teachers and for the school nurse when assistance is needed if the Community Worker is absent.
16. Maintain the office clean and in order.
17. If nurse and/or community worker is out of the office, provide assistance for the student on medication, as per guidelines, and other emergencies that may occur. Assist with attendance/tardies (slips) and phone calls.
18. Assist administrator with audio preparation for morning announcements or any special activity.
19. May perform other job related tasks upon request of the supervisor.

PHYSICAL REQUIREMENTS:

Sitting with some stooping/bending, walking, standing and lifting.

TERMS OF EMPLOYMENT:

Twelve months-benefits

EVALUATION:

Performance on this job will be evaluated annually in accordance with the provisions of Board Policy on the evaluation of Classified Personnel.

Revised July 6, 2026