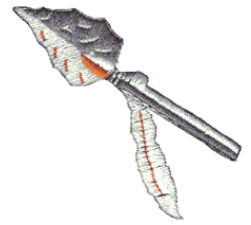




SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

Registrar

Range Assignment: 22

Qualifications:

- High School diploma or equivalent
- Accurate typing and computer skills
- Ability to operate a variety of office machines

Reports to: Building Administrator

Job Goal: To establish and maintain a well-organized system and procedures designed to give maximum service to the staff, students and public

Performance Responsibilities (essential job functions):

- Performs a wide variety of secretarial and clerical duties for counselors
- Facilitates and coordinates building/maintenance of master schedule; inputs forecasting set-up and course requests
- Updates, maintains and processes transcripts and student records
- Assures the confidential nature of all student records is maintained
- Processes student transcripts/files as requested by other districts
- Enrolls new students and checks for proper compliance with district policies
- Assists in coordination of graduation
- Assists students with post-secondary plans/needs
- Naviance Administrator
- Screens telephone calls and visitors, making appointments for counselors when applicable
- Prepares documents related to the counseling department including, but not limited to curriculum guide and all documents related to forecasting and scheduling
- Types a variety of reports, records, and other materials, including letters to parents and memos to students
- Provides communication to students, parents and staff through the use of email, bulletin boards and daily announcements
- Prepares and submits appropriate state reports
- Operates a variety of office machines and gives assistance to staff members in the use of these machines
- May assign and coordinate the work of student workers and other clerical assistants to insure that records are complete and accurate
- Maintains confidentiality in dealing with student/staff members

- Adheres to all district health and safety guidelines, including all precautions of the Bloodborne Pathogens Exposure Control Plan
- Is punctual and maintains regular attendance
- Performs related duties as required

Physical Requirements:

In a work day, employee may sit 3-6 hours; stand/walk 1-4 hours; may use hands for repetitive single grasping and fine manipulation. May need to bend, squat, climb stairs occasionally, and lift up to 35 pounds.

Terms of Employment:

Probationary period as noted in Bargaining Agreement. Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, _____ have read and understand the above requirements for this job position.

Signature _____ Date _____