LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: High School Registrar

REPORTS TO: Building Principal

DIRECTS:

SUMMARY: Under the direction of a building administrator, registrar is responsible for the maintenance of student records at the campus level, processing of enrollment, transfers, and withdraws from the campus. Works independently in the performance of all functions necessary to maintain an efficient and organized office in a professional and confidential manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Register new students by verifying residency, eligibility, credit level status, immunization, etc., and enter data into computerized student record system
- Manage student record system by transferring and withdrawing students, receiving and sending records, creating/generating/changing student class schedules, maintaining files and generating reports
- Maintain student files
- Review and interpret student information; including graduation standards, transcripts, etc.
- Prepare a variety of documents and reports including transfer/transcripts, grading, and correspondence
- Arrange student and parent conferences with counselors
- Complete all secretarial/clerical functions of the department in an efficient and timely manner.
- Keep building administration informed of student attendance concerns
- Assist counselors with the preparation of reports and student data information
- Complete and submit all State required reports
- Remain flexible and team-oriented.
- Promote and practice professional growth and development.
- Perform other duties as may be deemed necessary for the efficient operation of the department.

QUALIFICATION REQUIREMENTS: *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

1. High school diploma or equivalent
2. Formal education in modern business office practices
3. Three years secretarial or related office experience, preferably in an educational setting. Additional related experience may substitute for formal education as deemed appropriate.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license

LANGUAGE SKILLS

Ability to speak or otherwise communicate effectively in the English Language. Ability to read, comprehend, and interpret documents, schedules and procedure manuals in English as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to apply concepts of basic and business mathematics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- Extensive knowledge regarding High School curriculum requirements
- Verifiable effective oral, written and interpersonal communication skills
- Extensive knowledge of and ability to perform basic secretarial skills (typing, filing, data entry and use of basic office equipment)
  - √ Keyboarding 55 wpm
  - √ Ability to use correct grammar and punctuation
  - √ Ability to use a variety of office machines
  - √ Proficient computer skills including the use of Microsoft Excel, Word, Outlook, Publisher (or similar graphics program), and the Internet
- Proficient in the use of WSIPC software as it applies to student records and budget (currently WESPaC and Skyward.)
- Organizational and project management skills
- Ability to perform tasks and projects with a high degree of accuracy and attention to detail
- Ability to independently prioritize and process work flow
- Ability to work under pressure with constant interruptions, and meet deadlines
- Ability to handle confidential matters professionally
- Demonstrated abilities in self-direction and sound judgment
- Understanding of Washington State Labor laws and regulations as they apply to school district student practices
- Knowledge of and experience with the student record database system
- Ability to maintain a positive attitude towards staff, students, parents, and community members
- Demonstrated abilities to be a good team player

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

- Building Principal
- Associate Principal(s) and/or Dean of Students
- Other building Office Professionals
- District faculty and staff
- Students and parents

TERMS OF EMPLOYMENT:

Work Hours/Days:	Up to 8 hours per day / 200 days per fiscal year
Salary:	Per PSE Office Professional CBA -- Group III
Benefits:	Per PSE Office Professional CBA, board policy and procedures

EVALUATION: Building Principal

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.