

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>School Administrative Asst. Registrar HS (N30)</b>	Job Family: 10
Department: High Schools	Lane Placement: 6
Supervisor's Title: School Principal	Contract: 242 Days
FLSA Classification: <u>Non-exempt</u>	Hours/ day: 7 hours
Department Approval: _____	Date: _____
ADA Review: <u>Jane LeMaster</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>B. [Signature]</u>	Date: <u>6-13-13</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>6/24/13</u>
Original date: <u>08/86</u> Revised: <u>05/93</u> Revised: <u>07/13</u> Revised: _____	

**GENERAL FUNCTION**

Under the supervision of the school Principal, the **School Administrative Assistant Registrar HS** registers students and maintains current files of transcripts. Assists students and school staff with scheduling and schedule changes and assists with the distribution and checking of report cards. Assists counselors and students in determining credits needed and explains options.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Ensure student records, grades, transcripts and other information is accurate, updated and complete. Process and log incoming and outgoing transcript requests and updates.
- Update senior graduation data. Assist students with college applications.
- Provide instruction to students, parents and other staff regarding schedule change processes.
- Answer telephones, greet visitors and answer questions from parents, students, teachers, staff or District officials while maintaining a pleasant and positive office environment.
- Maintain confidentiality of student or district information by following district policies regarding confidential information. Type correspondence as needed.
- Collect information from parents and other schools to maintain student CUM files. Has responsibility for CUM files to ensure files are current and complete. Ensure student transcript records and grades are complete and accurate. Compile quarterly student list for certificates.
- Enter schedule changes, student withdrawals and new student schedules into the computer system and maintain documentation for all schedule changes and new students to the school. Enter summer and online credits to student records.
- Maintain the Course Catalog and Master Schedule. Prepare course selection materials for each new year, enter course requests, assist the administration to create schedules, balance teacher loads, resolve scheduling conflicts, etc.
- Interact with students, parents, teachers, counselors and administrators in reference to student schedules. Assist counselors and administration in registration for the next school year.
- Enter student requests, assist in processing requests, help resolve conflicts and prepare schedules and reports.
- Print grade scanning sheets, scan grading sheets and enter any grade changes into computer. Assist in distribution of report cards. Prepare Honor Roll and various club lists.
- Maintain the student and school records that must be kept from year to year.
- As directed, may prepare and send any court ordered documents or documents requested by the District Office.
- May train and coordinate work of clerks and office assistants.

- This position requires punctual and regular daily attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's Degree in business or related field PLUS two (2) years experience in an office environment, preferably in a school registrar office or district setting or any equivalent combination of education and experience.
- Requires ability to understand and translate grade and class requirements, transcript deficiencies and other procedures and guidelines.
- Requires strong computer technology skills, including Microsoft Office products. District computer system experience highly preferred.
- Requires effective problem solving, organizational, multi-tasking, and time management skills. Requires attention to detail and accuracy of work.
- Requires some exercise of judgment within policy guidelines.
- Requires ability to meet deadlines despite frequent interruptions.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and basic math.
- Requires successful data entry ability.
- Requires excellent communication and interpersonal skills.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

#### **Machines, Tools & Equipment Used:**

- Standard office equipment and machines used in teacher work room.

#### **Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.