



HIGH SCHOOL GUIDANCE SECRETARY / REGISTRAR

Purpose Statement

The job of High School Guidance Secretary/Registrar was established for the purpose/s of completing student enrollment and withdrawal activities; maintaining accurate student records; providing a variety of reports and reference materials; and ensuring compliance with District, State, and Federal guidelines.

This job reports to School Site Principal

Essential Functions

- Assists counselor in evaluating transcripts of incoming students for the purpose of transferring grades and semester credit hours into the student information system.
- Compiles student records (e.g. birth certificates, transcripts, transfers, immunization, etc.) for the purpose of meeting State, Federal, and/or District requirements.
- Informs appropriate personnel of possible student course deficiencies for the purpose of assisting in addressing student course requirements.
- Maintains a variety of manual and electronic student records (e.g. grade checks, cum files, test scores, student information, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Performs enrollment and withdrawal activities (e.g. interpreting, requesting, and providing transcripts, updating automated student information system, Cohort student tracking system, etc.) for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Prepares standardized documents and reports (e.g. form letters and memos, calendars, bulletins, periodic reports, etc.) for the purpose of communicating information to other parties and/or agencies.
- Processes a variety of documents and materials (e.g. new registrations, transcripts and transcript requests, student employment verifications, withdrawals, etc.) for the purpose of disseminating information to appropriate parties.
- Provides a variety of documents (e.g. transcripts, ACT scores, college applications, etc.) for the purpose of assisting present and former students and/or their parents.
- Researches discrepancies in student records for the purpose of verifying graduation status and ensuring the accuracy of information.
- Responds to questions from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and/or students, etc.) for the purpose of providing information and/or direction.
- Verifies student related data (e.g. grades, information, etc.) for the purpose of ensuring the accuracy of the student records.

Other Functions

- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade those skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating standard office equipment; performing standard clerical procedures; preparing and maintaining accurate records; keyboarding; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; office equipment/software; and English grammar, punctuation, and spelling.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; working under time constraints; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

EXPERIENCE: Job related experience is desired.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None Specified



REQUIRED TESTING:
Pre-Employment Drug & Alcohol Screening

CERTIFICATES & LICENSES:
None Specified

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:
None Specified

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified