

MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

Classified Staff Job Description



Title: Registrar

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
	School Principal, Director, Ast. Superintendent	Non-Exempt

Class Summary: Under limited supervision prepares and maintains student academic records, completes student enrollment and withdrawal procedures, requests and/or releases student information, maintains graduation listing and orders student diplomas.

Distinguishing Characteristics:

Duty No.	Essential Duties	Frequency	Band/Grade
1	Processes student withdrawals from individual school facilities. Arranges for receipt/distributing of official student records (credits and grades), answers questions and obtains basic information (address, phone numbers, legal/current guardian, health/immunization data, transportation arrangements and student participation in State/Federal programs).	Daily	A1/ B2
2	Executes and completes necessary paperwork for student suspensions and withdrawals procedures for non-attendance. Investigates student information and contacts appropriate parties (e.g. staff, administration, and teachers).	Daily	A1
3	Maintains and updates basic student information (e.g. phone numbers, primary and mailing address, legal and current guardian and bilingual, migrant and Indian education data), grades, courses taken and credits earned on a computer system.	Daily	A1
4	Prepares student reports for school counselors detailing credits earned, transfer student equivalency, class standing and attendance history.	Daily	A1
5	Answers questions/concerns and provides information to parents and District personnel. Determines if compliance with specific enrollment criteria is met (i.e. guardianship).	Daily	A1
6	Maintains a current, accurate listing of eligible graduates. Provides credit information and graduation status to school staff and counselors, parents and other institutions.	As Needed	A1
7	Prepares various computer generated reports and supporting documentation including mailing labels, enrollment counts, grading worksheets and report cards.	As Needed	A1
8	Assists administrative personnel with clerical activities. Composes and prepares letters, forms and memoranda (both independently and in established formats) for staff, parents and other institutions.	As Needed	A1/ B2
9	Assists teachers in entering student grades and ensuring that the appropriate class credit has been awarded.	Quarterly	A1
10	May be required to perform additional tasks at the direction of the school Principal, department Director or Ast. Superintendent.	As Needed	B2

Knowledge: Computer Operations to include advanced skills in word processing, databases, spreadsheets, and desktop publishing. Also familiarity with district policy and procedures regarding student enrollment, withdraws, and transcripts, free and reduced lunch paperwork and accounting, and student registration procedures is required.

Skills (position requirements at entry): Individual must demonstrate ability to multitask in a fast paced office environment, have excellent phone and written communication skills, the ability to relate to diverse groups of both students and adults, be a flexible and adaptable team member, and maintain a pleasant disposition under stress.

Training and Experience (position requirements at entry): Previous education, training, work or life experience which provides reasonable evidence of the successful performance of the various tasks listed. Such experience may be evidenced by one (1) to three (3) years of secretarial training with a basic understanding of computer terminal operations and records retention systems.

Licensing Requirements (position requirements at entry): A valid Alaskan Driver's License.

Physical Requirements: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Adopted PMH 01/06/03
Revised