

SECTION I: GENERAL INFORMATION

Classification Title: Office Professional-Registrar	Department: Teaching & Learning	Unit: Office Professionals
Immediate Supervisor: Building Principal	Grade Placement:	FLSA Status: Non-exempt

Job Summary:

Under the direction of the Building Principal, the Office Professional-Registrar is responsible for maintaining student records such as enrollments, drops, grades, transcripts, report cards, assessments and transfer information and for providing secretarial and clerical support to the Counseling Department, teaching staff and building administrators.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Updates and maintains all enrollment and related processing activities.
 - Enrolls and drops students upon request.
 - Obtains student records from prior schools to ensure students are placed in proper classes.
 - Adds student information into student information system to aid counseling staff in formulating new student schedules.
 - Creates student transcripts from obtained records.
 - Notifies and provides enrollment information to Central Services and Transportation Department.
 - Drops students upon receiving requests for student records from new school to avoid overlap reporting between schools.
2. Sets up grade reporting for teaching personnel.
 - Ensure all courses are set up properly.
 - Maintain grading window for teacher’s grade books.
 - Posts grades to transcripts, report cards, and portals.
 - Sends out requests for report cards and transcripts.
 - Updates student grades for incompletes and failures per teacher requests. Runs Fail and Incomplete reports for teachers.
 - Run GPA/Rank reports.
3. Maintains and rolls student information for the future year’s registration.
 - Drop or add classes for the future year before students register.
 - Promotes students to the next grades.
 - Assists students register for students not meeting deadlines.
 - Runs reports for Principals so counts can be used for staffing purposes.
4. Sets up building-wide testing procedures and protocols for ACT.
 - Schedules students to room assignments for testing during the school year.
 - Sets up assessment meetings with appropriate school personnel.

- Corresponds with ACT throughout the year regarding testing information.
 - Sets up testing rooms for ACT following ACT’s testing room design protocols.
 - Stores testing materials in a secure location and follows all ship back procedures mandated by ACT.
 - Plans and organizes logistics and schedules for the testing dates.
 - Communicates testing information to staff, parents, students and district administration.
5. Maintains, adds and updates records on transcripts into the information system.
- Updates all transfer student information including classes, grades and credits to transcripts.
 - Adds assessment scores including MCA information (SAT and ACT information for High School only).
 - Maintains and updates transcripts received from the ALC for summer school, night school and day school throughout the year.
 - Maintains transcripts received from Adult Basic Education. Monitors student credits to assure students have the necessary credits to receive diploma (High School only).
 - Adjusts transcript information according changes requested by Counselors and/or Principals.
 - Prepares transcripts for Counselor credit analysis.
6. Provides general clerical and secretarial support to the Counseling Department. Duties include but not limited to:
- Answering general questions from other schools regarding credit values and classes.
 - Runs and sends final transcripts for college applications (High School only) and to new schools for dropped students.
 - Schedules counselor appointments.
 - Performs general receptionist functions within the office.
 - Sends for students to meet with counselors, probation officers, social workers, and/or recruiters.
 - Maintains and updates student cumulative files for all High School, ALC and Adult Basic Education students.
7. Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>	<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, students, counseling staff, parents, recruiters and general public. • Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with district staff, students, parents, other districts, recruiters, and the public. • Office organizational skills and time management. • Using and operating computers, keyboard skills, and applying office productivity software for basic word processing, file maintenance, student accounting and data entry. • Performing duties and tasks that require considerable attention to detail, confidentiality, precision and accuracy in recording, entering, student data, cum folders and information. • Applying proper grammar, usage and writing skills. • Learning and applying guidelines and requirements associated with updating and maintaining student enrollments, registration, student transcripts, and cumulative files and records. • Ability to learn and apply building office routines, systems and office procedures. • Ability to learn and operate district custom applications and district software used in maintaining office records, files, lists, course data, etc. • Operating and using general office requirement including, copies, fax machines, duplicating equipment, internet, telecommunications equipment and voice mail. • Ability to learn and acquire skills and knowledge of other positions within area of assignment.
---	---

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)			
	less than high school diploma			Major field of study or degree emphasis:			
x	High school diploma or GED.						
	1 year college		2 years college				
	3 years college		4 years college				
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:			
	2nd year graduate level						
				<ul style="list-style-type: none"> • Fundamentals of general office procedures and practices of the District and building pertaining to registration, student records, enrollment, and transcript maintenance. • Knowledge of office etiquette and customer service procedures and routines. • Knowledge of specialized district software and applications used in updating, recording or entering registration, transcript, enrollment or other relevant information. (e.g., Infinite Campus, etc.). • Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or electronic filing systems. • Basic fundamentals of computer operation and use. • Familiarity with general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, GoogleDocs, etc.) and general office equipment. 			

Required Work Experience in Addition to Formal Education/Training:
Minimum of 1 year related clerical experience.

LICENSE/ CERTIFICATION	Identify licenses/certification required: MN Driver’s License or evidence of equivalent mobility.
-----------------------------------	---

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		x			Up to 10 lbs			x	
Walk		x			Up to 25 lbs		x		
Sit			x		Up to 50 lbs	x			
Use hands to finger, handle or feel				x	Up to 100 lbs	x			
Reach with hands and arms		x			Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 25 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.	
HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.

SECTION IV: DISTRICT MISSION AND CORE VALUES

OUR MISSION	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i>
CORE VALUES	We believe that: <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
MISSION OUTCOMES	By 2020, all students will... <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
STRATEGIES	We will... <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
STRATEGIC DELIMITERS	We will NOT... <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____	_____
Department Head's Signature	Date



Classification History:

Created classification description 5/2016 BCC