



PURPOSE:

- The job of the Registrar is for the purpose/s of performing specialized and responsible clerical and technical tasks related to the maintenance of student records and files; as well as related duties as required in the activities of the Oregon Department of Education, and maintaining student information systems.

REPORTS TO:

- Building Administrator

QUALIFICATIONS:

- High school diploma or equivalent
- Five years of general secretarial experience
- A minimum of a Bachelor's Degree or combination of education and experience pertinent to position preferred, job related experience with increasing levels of responsibility desired
- Excellent written and oral communication skills
- Excellent computer skills, including word processing, spreadsheets and other applications
- Must have one of the following:
 - Completion of 2 years postsecondary study
 - hold an Associate's degree or higher
 - or be able to pass the district's assessment test of reading, writing, math and instruction.
- Maintain a valid Oregon Driver's License and personal transportation.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ability to take the initiative, to work independently and follow directions
- Knowledge of efficient office procedures and practices
- Audits a variety of programs and processes (e.g. certify students for graduation,) for the purpose of ensuring compliance with established policies, procedures and/or education codes.
- Compiles a variety of reports and recommendations (e.g. graduation rate report, year-end reports, honor roll list, principal's list, failing grade reports, progress reports, report card, and other reports as needed) for the purpose of providing accurate information
- Coordinates a variety of activities (e.g. testing, calculates grade point average on students, compiles information for scholarships, prepares and modifies master/student/teacher schedules, for the purpose of delivering services in conformance to established guidelines)
- Informs Administrators, Counselors and Academic Advisors of possible student credit deficiencies or unusual placements (e.g. progress report and report cards to include grade verification rosters, failing list of students by grade level to counselors, calculates grade point averages on graduating students, incoming students) for the purpose of ensuring student success
- Interprets and evaluates transcripts of incoming students (e.g. independent study grades) for the purpose of transferring grades and credit hours into the district student information system
- Maintains a variety of files, documents and student records (e.g. grades, transcripts, academic achievement records, etc.) for the purpose of documenting and/or providing reliable information relative to student records
- Performs enrollment and unenrollment activities on the automated student information system and prepares and maintains permanent student record and cumulative folders for all students (e.g. requests records on new students, data entry of all student records) for the purpose of ensuring compliance with financial, legal, state or federal requirements
- Prepares written materials (e.g. reports, memos, letters, transcript requests for college admission, etc.) for the purpose of documenting activities, providing written reference and/or conveying information
- Processes requests from students, other districts, colleges/universities, employment agencies, and military (e.g. transcripts, job verification, student course requests, attendance/graduation verification, etc.) for the purpose of providing required information



- Responds to inquiries of staff, other educational institutions, the public, parents and/or students (e.g. mail out transcripts, processing student withdrawals as needed) for the purpose of providing information and/or direction
- Attends meeting/trainings as assigned (e.g. workshops, Synergy training, in-services) for the purpose of conveying and/or gathering information required to perform functions
- Serves as resource to employees and/or organizations for the purpose of interpreting and conveying appropriate procedures required for district operations
- Supports assigned administrative personnel for the purpose of provide assistance with their administrative functions
- Reviews established guidelines in evaluating incoming student transcripts for the purpose of ensuring their conformance with district grading, curriculum and course credit systems
- Verifies information and grades on report cards for the purpose of ensuring the accuracy of the information
- Maintenance of student medical records (e.g. vaccination, immunizations) to meet state and federal regulations
- Other duties as assigned by the supervisor

PHYSICAL REQUIREMENTS:

- Physical stamina and occasional lifting up to 40 lbs.
- Ability to sit for prolonged periods of time.
- Ability to stand, walk and bend on a frequent basis.
- Ability to use computer, telephone, and other office equipment for extended periods of time.

RATE OF PAY:

- According to the Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: June 20, 2023