Jackson County School District 9
Job Description – Registrar

PURPOSE:

- The Registrar coordinates office and clerical support to assist with the efficient operation of the site. There are a wide variety of complex duties in the fast-paced office that require knowledge and experience in office procedures and office machines, along with specialized training in computers.

REPORTS TO:

- Site Administrator

QUALIFICATIONS:

- High school diploma or equivalent.
- Maintain a valid Oregon Driver's License and personal transportation.
- Demonstrate keyboarding, record keeping and filing skills.
- Experience in using various computers and computer programs.

ESSENTIAL FUNCTIONS:

- Coordinate with office and clerical support to assist with the efficient operation of the school.
- Ensure that all activities conform to district guidelines.
- Communicate effectively with staff and community.
- Appropriately operate all equipment as required.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Support a positive learning environment and respond to the individual needs of students.
- Support the philosophy and mission of School District 9.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Must work in noisy and crowded environments.

GENERAL RESPONSIBILITIES

- Prepare and maintain each student's academic and confidential file.
- Record the grades and maintain files on off-site students.
- Maintain immunization history on each student.
- Request and obtain records for new students.
- Maintain any demographic data on students.
- Maintain the records on Driver's Education, GED notifications, request for student academic records, request for transcripts and release from compulsory education requests.
- Supply the District Office with accurate student count information on a monthly basis.
- Prepare necessary student, staff and state reports.
- Provide staff with necessary student data.
- Provide scheduling data and assist in the scheduling process.
- Respond to all daily correspondence.
- Work with counselors to assist student applications to post-secondary institutions.
- Respect all information as confidential and control the flow of access to the files, grade books, etc.
- Order necessary supplies.
- Prepare files of graduates.
- Maintain an orderly filing system and necessary records.
- Respect confidential information.
- See that district policies are observed at all times.
- Keep abreast of new information, innovative ideas and techniques.
- Work effectively with students, staff, parents, community agencies and other groups.
- Other duties as assigned by the site administrator.

RATE OF PAY: According to 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: August 14, 2013