

**HIGH SCHOOL REGISTRAR/STAFF ASSISTANT - GR. 8**

**BASIC FUNCTION**

To receive, transmit and prepare student records for college placement; and to coordinate and carry-out a variety of key administrative support functions for the High School Guidance Office.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Coordinate, initiate, prepare, complete, process, and/or monitor a variety of forms, records, schedules, reports, and other documents related to student records, ensuring timely and accurate completion, review and mailing of documents. Follow up with department/District personnel, students, parents, and/or individuals outside of the District to assure timely and accurate completion of such information.
- Prepare student records for submission to colleges. Collect appropriate data, test scores, transcripts, schedules, recommendations, activities, etc... from teachers, counselors and other staff members; photocopy information and prepare for counselor's signature; prepare and mail student records to each college to which the student applies.
- Submit semester and final grades of students to correspond with each college application submitted.
- Track and record mailings and return receipts for all student records distributed.
- Plan and prepare a variety of regular and special reports involving background research, compiling and analysis of data from a variety of sources, and so forth.
- Request student records from receiving schools for student transfers. Check and convert/integrate grades and courses to be consistent with our school grading system and other related policies/procedures.
- Gather records and prepare mailings for students transferring to another school.
- Prepare and distribute student records for scholarships.
- Prepare materials for student achievement and college placement testing; register students, prepare list of names, collect and deposit fees, issue payments for fees and proctors.
- Distribute and collect Progress Reports and Grade Report Rosters from teachers; and coordinate the mailings of Progress Reports and Report Cards to both custodial and non-custodial parents.
- Assist with the development of an annual Course of Studies offered at the high school: develop and prepare the layout of updated materials submitted by teachers, proofread documents and prepare for final printing.
- Perform regular secretarial duties for Director and other counselors: answer phones and carry out standard reception tasks; type/print using word processing correspondences, reports, etc.; order office supplies, books and equipment; maintain appointment calendars; take and distribute meeting minutes; screen and distribute mail; photocopy; set up meetings; and the like.
- Serve as liaison with students, faculty, staff, parents, colleges, alumni, colleges and other key internal and/or external constituency: present information; explain, interpret and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.
- Track and monitor office expenditures.
- Train and supervise the daily activities of assigned support staff.
- Perform other related specialized/technical duties as assigned.

**SUPERVISION RECEIVED**

Minimal supervision is received from the Office Manager and Guidance Director. Indirect supervision is also received from the school Principal.

**MINIMUM QUALIFICATIONS**

Associate's degree in an appropriate discipline plus 3 to 4 years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good planning, administrative and organizational skills; good research, writing and math skill; ability to maintain a high level of accuracy.
- Previous experience in organizing and maintaining moderately complex filing and record keeping systems, including some experience with computerized information systems.
- Good understanding of public education organizational structure and administrative operations.
- Ability to deal effectively with a variety of individuals inside and outside of the District.

.....This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.