

SHERWOOD SCHOOL DISTRICT 88J JOB DESCRIPTION

TITLE: High School Registrar

REPORTS TO: Building Administrator and/or Administrative Assistant

PURPOSE

Perform a variety of secretarial administrative support duties of high complexity requiring knowledge in the processing of students and student records; prepare correspondence using independent judgment in content and style; responsible for computer input and retrieval; must make a variety of decisions within a framework of established procedures; tasks are related to student records, schedules, attendance, discipline, immunizations, enrollment, testing and a variety of student-teacher record keeping; must be detail oriented, able to multi-task and collaborate with co-workers.

This is the mid-level class within the Secretary/Administrative Assistant series. Employees within this class are distinguished from the Secretary I by the performance of the full range of duties as assigned, including the exercise of independent thinking, judgment, problem-solving, and decision-making in receiving, processing, recording and distributing information. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the school. This class is distinguished from the Administrative Assistant by the level of responsibility assumed and the complexity of duties assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Administrator or Director and may receive guidance and direction from Administrative Assistant. Exercises no supervision.

QUALIFICATIONS

- A minimum of a high school diploma or equivalent
- Knowledge of computer systems hardware and software
- Ability to collaboratively build a high school master schedule

- Ability to work with several departments at one time
- Ability to coordinate a variety of data and information
- Maintain reliability and confidentiality
- Perform a variety of secretarial skills
- Work independently with minimum supervision
- Organized and detail oriented
- Ability to multitask and work under stress
- Working knowledge of board policies, enrollment and withdrawal procedures
- Ability to maintain effective and position relations with students, fellow employees and the general public
- Ability to effectively work and communicate with students, parents, and school personnel

ESSENTIAL RESPONSIBILITIES

- Collaboratively assist in building the high school master schedule
- Communicate with teachers regarding student grades
- Ensure grade reporting
- Update student grades and records in Synergy and run reports
- Update Counseling Department website
- Supervise Counseling Center Teacher Aides
- Build transcripts
- Proctor testing room
- Prepare expulsion packets
- Assist counselors in requesting, updating, and providing medical documentation and scheduling for 504s
- Maintain and update information on Counseling television
- Maintain NCAA/NAIA transcripts
- Verify OSAC transcripts
- Update Academic Planning Guide and Forecasting Forms
- Print/send final senior transcripts
- Create and maintain Early Leaver Report
- Set Advisories and lunches
- Maintain grade changes and Odysseyware additions
- Maintain student records through the use of the computer system, including but not limited to grades, credits, transcripts, schedules, enrollment information, basic student information, withdrawal information, and dropout data
- Work with the master schedule, including computer input of forecast data, changes, final schedules and interpretation
- Schedule and prioritize work for input and retrieval on computer

- Print student schedules, class lists, report cards, transcripts, mailing labels, student ID labels, master schedule reports etc.
- Create and print reports that retrieve data from computer such as GPA, Honor Roll, and report cards
- Maintain immunization records and submit to county. Monitor exclusion date
- Ability to create and maintain parent/student database
- Maintain cumulative files, copy and complete request for records for incoming and outgoing students
- Maintain Early Leaver (dropout) data for Administration and annual state report
- Stay up to date on school, district and state policy, implementing on a school level

This job description is not intended to be and should not be construed as an inclusive list of all of the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department.

WORKPLACE EXPECTATIONS

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and appropriate manner for the assignment and work setting
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all district policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to a student, family, colleague or district patron

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement between Sherwood School District 88J and Oregon School Employees Association Chapter #103.

ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to talk or hear
- The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb up and down step stool, bend under the desks, twist from the waist, and stoop, kneel, crouch, or crawl
- The employee must frequently lift and/or move up to 20 pounds
- Specific vision abilities required by this job including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- This position entails sitting/standing at a computer terminal and workstation 6 - 8 hours a day
- While performing the duties of this job, the employee is occasionally exposed to outside weather

AN EQUAL OPPORTUNITY EMPLOYER

Sherwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the District for assistance through the Oregon Relay at (800) 735-2900.

EMPLOYEE STATEMENT

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to

provide information to the district regarding the requested accommodation(s).

Employee Name (Print)

Date

Employee Signature

Date

Pay schedule and pay grade will be based on current Oregon School Employee Association Chapter #103 Classified Agreement.

**Sherwood School District
23295 SW Main St.
Sherwood, OR 97140
Phone (503) 825-5000**