

**Job Description**

Job Title: **Registration Specialist, Secondary Schools**  
 Job Family: **School Based Support**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **April 6, 2011**

Job Code: **1303**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 21**  
 Typical Work Year: **10 months**

**SUMMARY:** Responsible for the administration, coordination and communication of the student and course registration process and master schedule. Responsible for accurate student database information and related reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain, monitor and manage an accurate student database according to federal and state laws and district policies and procedures. Add new students, withdraw students, change schedules and update personal information (parent/guardian, address, phone numbers, emergency contacts, etc.). Maintain accurate class lists. Retrieve, compile, download and provide data for reports, both internal and external, such as, but not limited to, course distribution, GP awards, enrollment projections, student funding, transportation needs, enrollment counts, testing, October Count, CDE reports, etc. Responsible for grade and progress reporting by ensuring teachers have properly entered all grades for their students. Oversee the distribution and processing of grade reporting cycles. Ensure report cards and progress cards are printed and mailed at appropriate times.	D, M, Q	35%
2. Coordinate the student enrollment process by obtaining required paperwork, such as out of district records, birth certificates, etc., explaining school/district policies and procedures, establishing an appropriate schedule for the student and arranging for registration informational meetings if necessary. Mails student records and requested, purges files and/or arranges for microfilming.	Q, A	25%
3. Assist in building the master schedule by inputting student course and schedule requests into the system, analyzing conflicts, performing schedule runs and using tools within student database software to develop a desired schedule. Ensure that each student has a complete and accurate schedule for the new year. Make student schedule corrections and changes as appropriate.	A	15%
4. Coordinate and oversee the course registration/pre-intent process by compiling, typing, verifying data and arranging for the printing of all registration materials; organizing conferences if needed; preparing and distributing all registration materials; and collecting schedule choices from students. Collaborate and establish timelines, both internal and external, for transitioning middle school students.	A	10%
5. Coordinates, provides support for and/or participates in student registration/progress events such as back-to-school nights, open houses, arena registration, parent/teacher conferences, orientations, college nights, registrations conferences, etc. Duties may include preparing materials, handouts, agendas, newsletters and the program planning book; arranging for staff coverage; creating signs/posters; making room arrangements; and publicizing the event.	A	5%
6. Perform other duties as assigned. May answer phones, take and deliver messages, greet and direct visitors, respond to requests for information and schedule appointments as needed. May be responsible for planning, assigning and directing work of other staff.	Ongoing	10%
<b>TOTAL =</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of 4 years experience in clerical support positions. Registrar experience preferred.
- Minimum of 1 year of MS Office applications experience (Excel/Word).
- Minimum of 1 year District Student Information System data entry experience preferred.
- Experience working with students preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- District student database certification preferred. Must be obtained within 6 months after entering position.
- District Student Information System training required within one month after entering position.
- Required attendance at continuing education courses as appropriate.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Customer service skills.
- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Knowledge of District and school policies and procedures preferred.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with District’s Student Information Systems.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	High or Middle School Principal or Office Manager	3080,3081,1301, 1302

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Student Aide	0-2	<b>992</b>

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- May be responsible for making purchases on the purchasing card; assisting with planning department budget expenditures; monitoring budget expenses; and/or maintaining registration related supplies, inventories and equipment.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize				X
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	