

TITLE: REGISTRAR – RFHS

Definition: A clerical assistant whose purpose is to support the counseling program of the building.

QUALIFICATIONS:

1. High school diploma; Associate's Degree preferred
2. Computer experience required
3. Strong written and oral communication skills required
4. Proficient word processing skills
5. Ability to establish and maintain cooperative relationships with students, parents, and staff

REPORTS TO: Guidance Counselor and/or building principal

JOB GOAL: To assist the guidance counselor in working with students, records, and school programs.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Handle the correspondence and communications of the guidance department.
2. Collect basic student information and forms from incoming and exiting students.
3. Input and extract basic student data and reports from present computer systems.
4. Input student schedules, as needed, in present computer systems, and maintain class and homeroom counts. Prepare classroom rosters as needed.
5. Maintain student permanent record files.
6. Track the arrival (or not) of records from other schools and their review by counselor.
7. Enter student grades to the computer and permanent record cards.
8. Send for and collect information from teachers and other sources as requested for special reports (honor roll, progress reports, failure letters, etc.).
9. Maintain the permanent record cards or transcripts, attaching or recording pictures, scores, grades, dates of enrollment, etc.
10. Send out student records requested from other schools.
11. Maintain the lock and locker checkout lists and combinations.
12. Prepare periodic reports such as the weekly failure list, test score reports, etc., as needed.
13. Keep the guidance department schedule of events, appointments, etc., along with a yearly calendar of scheduled guidance events.
14. Maintain the guidance office in an orderly fashion that is inviting to students wishing to approach the guidance department for assistance.
15. Track the inventory, expenditures, and arrival of guidance department materials.
16. Assist with scheduling and administering school-wide guidance tasks such as testing, mass enrollments, school-wide guidance programs, and master schedule development.

17. Assist students with basic information requests that come to the counselor's office such as lost locker combinations, schedules, etc.
18. Assist with preparation of guidance materials targeting the global student population as needed by the counseling staff and maintain the guidance library.
19. Perform other clerical duties as assigned.
20. Print Reports
 - a. Progress Reports
 - 1) grade sheets
 - 2) progress reports for each student
 - b. Term Grades
 - 1) grade sheets
 - 2) verification reports for teachers to check grades
 - c. Transcripts
 - 1) in permanent folder when student withdraws
 - 2) in permanent folder upon graduation
 - 3) to student/employer/college/armed forces, etc.
 - 4) to advisor yearly or upon request
 - 5) to counselor to verify credits upon request
 - d. Schedules
 - 1) full year upon registration
 - 2) each term
 - e. Grade Distribution Reports by term for principal, assistant principal, and counselors
 - f. "F" and "A" lists, by term, to principal, assistant principal, athletic director and counselor
 - g. Students' schedules by term to attendance secretary, librarian, attendance officer
 - h. Mailing labels/nurse labels upon request
 - i. CGPA for NHS
 - j. Reports for athletic recognition of CGPA
21. Scheduling
 - a. Build updated course list from principal and counselors
 - b. Prepare schedules
 - c. Enter student requests
 - d. Print hard copies for counselors
 - e. Enter counselor's changes
 - f. Print reports: course load, teacher schedule, master course schedule
 - g. Print Students' schedules upon request to see counselor for changes

TERMS OF EMPLOYMENT:

1. Guidance Secretaries will work teacher days plus fifteen additional days, eleven before school begins and four after it ends (the same as the guidance counselor).
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified staff.

ADOPTED: March 5, 1996
STAFF HANDBOOK: August 2002
 August 2007