

Maryville High School - Registrar

Job Titles: Registrar
Department: Secretarial
Reports to: Building Principal/Director
Classification: Non-exempt
Category: Support Staff

Summary

Secretaries provide clerical support to building staff and maintain school records.

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

An individual who holds this position must:

1. Transcripts and Records:
 - a. Maintain updated student records.
 - b. Keep track of deficiencies in requirements so counselors can be in constant contact with these students.
 - c. Send and receive records for transfer students, set up new records.
 - d. Generate grade stickers each semester, apply grade and test stickers to transcripts.
 - e. Compute and compile class rank, GPA, and grades.
 - f. Enter incoming freshmen and new students on computer system consistently and accurately.
2. Help students schedule appointments with counselors.
3. Generate schedules for advisement and small groups.
4. Help distribute test material for group testing.
5. Take care of messages and parent requests that do not require a counselor.
6. Cross train with other office secretaries as work schedule allows.
7. Primary responsibility for printing and distributing report cards.
8. Print honor rolls, class ranks, and other computer data as needed.
9. Print course rosters of students for teachers.
10. Input master class schedule on computer.
11. Assist counselors and assistant principal on pre-registration and registration.
12. Order materials and forms for registration, transcripts, report cards, etc.
13. Primary responsibility for organizing academic awards ceremony, printing awards and programs.

Supervisory Duties

Directs the activities of students who work in the office.

Qualifications

Education - High school graduate

Certificates, Licenses, Registrations - None

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Skills and Abilities

Language

An individual who holds this position must have the ability to:
Read and interpret documents such as instructions and procedure manuals
Write simple and complex reports and correspondence
Speak with members of the public, students and other staff members

Computation

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages

Reasoning

An individual who holds this position must have the ability to:
Interpret instructions furnished in written, oral, diagram or schedule form
Solve problems when such problems have a variety of concrete variables

Technology

An individual who holds this position must:
Have strong computer skills including word processing, and working with spreadsheets and databases
Be able to understand and submit online reports to state and federal agencies
Have the ability to learn new systems and software

Other Skills and Abilities

An individual who holds this position must have:
Strong interpersonal skills and ability to work closely with a variety of staff members and the public
The ability to safeguard confidential information

Physical Demands

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 essential functions.

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Consistent and regular attendance is an essential function of this position

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is frequently chaotic with many students and staff members present and speaking simultaneously.