

MODESTO CITY SCHOOLS

JOB DESCRIPTION

REGISTRAR/STUDENT DATA ASSISTANT-7-8

DEFINITION:

Under the direction of the Principal or assigned site administrator, perform a variety of duties in the preparation and maintenance of student data including transcripts, cumulative file folders and yearly attendance records at an assigned junior high school site; perform various duties involved with enrolling and withdrawing students; obtain and respond to requests for student records and information; ensure necessary reports are prepared according to established District policy and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of duties in the preparation and maintenance of student data including transcripts, cumulative file folders and yearly attendance records for students at an assigned junior high school site; establish and maintain permanent student records and related filing systems; maintain confidentiality of sensitive and privileged information; ensure necessary reports are prepared according to established District policy and procedures.
- Update and maintain the master schedule; collect, review and enter student ballot requests according to established procedure; enter and update teacher and student schedules accordingly; perform various duties related to the balloting process including schedule distribution; generate data reports related to balloting process; request transcripts and cumulative files from other schools for new students; evaluate, interpret and convert the transcript information; process and transmit requested student transcripts to various schools.
- Request transcripts and cumulative files from other schools for new students under direction from designated administrator; evaluate, interpret and convert the transcript information according to established District procedures; file transcripts in student's cumulative file; track all record on computerized systems prior to sending to requesting schools for exiting students and to feeder higher schools at conclusion of school year.
- Perform various duties involved with the registration, enrollment and withdrawal of students; update new student and contact information in an assigned system; assist parents with withdrawal process and related paperwork; assist existing students with transfer procedures.
- Input and maintain data regarding current and new students including grades, credits, attendance, contact information and other student information into assigned computer system; respond to requests for student information from other schools, organizations, agencies, and parents in accordance with established policies and procedures; verify and provide grades, attendance and other information contained in student files accordingly; assist District Office staff in responding to subpoenas for student records.
- Input data regarding current and new students including grades, credits, test scores, attendance and other student information into an assigned computer system; maintain automated student records; generate a variety of computerized lists and reports related to student information; establish and maintain filing systems; ensure accuracy of input data and maintain complete and accurate student and schedule information including enrollment, withdrawals and course history.
- Update student information regarding courses needed for graduation and communicate related grade information with students and parents as appropriate; communicate with teachers regarding grade changes, omissions and incompletes as needed; follow-up with teachers regarding grade submissions and missing grade information as needed.
- Prepare and maintain the Master Schedule and perform various duties related to the balloting process for assigned students; assist with schedule distribution.
- Prepare and maintain records and reports pertaining to students enrolled in various programs including AVID, Special Education, English learners and other programs as assigned.
- Maintain current knowledge of and applicable codes and laws; interpret and apply policies and procedures related to student enrollment and scheduling; generate reports pertaining to school demographics; process and record Long Term Independent Study and Home and Hospital data in special programs as required.

- Communicate with various personnel, administrators, parents, students, school sites and outside organizations to exchange information, coordinate activities and resolve issues or concerns; assist parents with access to digital login information to student grades.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Monitor student assistants as assigned by the position.
- Assist with answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.
- Provide health office coverage as assigned by the position and perform related basic duties; notify parents of ill or injured students as needed.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience including some experience maintaining student records.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

DESIRED QUALIFICATIONS:

- One year of college-level course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

Knowledge of:

- Modern office practices, procedures and equipment.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping, report preparation and filing techniques.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Data entry techniques.

Ability to:

- Prepare, maintain and modify manual and automated scholastic records.
- Monitor and assess student records to identify graduation deficiencies and eligibilities.
- Obtain and respond to requests for student records and information.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain confidentiality of sensitive and privileged information.
- Compile, assemble, verify and prepare data for records and reports.
- Complete work with many interruptions.

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

Work Environment:

- Indoor, office environment.
- Constant interruptions.

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 the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally to retrieve files or materials.
- Lifting, carrying, pushing or pulling moderately heavy objects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 7/26/16

Unit Approved: 9/28/16

Board Approved: 10/17/16

FLSA Status: Non Exempt