



## SECRETARY – BOARD OFFICE

### **Qualifications:**

1. Demonstrate knowledge of admissions, enrollment, and student records for an educational organization.
2. Three years experience that is directly related to the duties and responsibilities specified.
3. Strong communication and interpersonal skills.
4. Knowledge of student recruitment and retention issues.
5. Skills in organizing resources and establishing priorities.
7. Knowledge of the rules, regulations, and laws regarding student records.
8. Ability to maintain confidentiality of records and information.
9. Knowledge of admissions standards.
10. Ability to communicate effectively orally and in writing.
11. Ability to gather and analyze statistical data and generate reports.
12. Ability to follow up, good with details, ability to deal with many issues concurrently.
13. Computer literacy.
15. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
16. Pass a physical examination in accordance with statute and board policy.

**Reports To:** Superintendent

**Supervises:** The district's admissions, enrollment and student records

**Job Goal:** To provide information about the school leading to enrollment of students and maintenance of student records.

### **Performance Responsibilities:**

1. Organize and perform admissions, registration, and student records functions. Review and compile student admission applications and related documents. Verify enrollment and implement applicable student policies, in accordance with privacy laws; may coordinate acceptance and receipt of fees, as appropriate to the position.
2. As appropriate to the position, review and process student applications and/or documents; review and/or compile and update student credentials needed for admissions status; monitor progress of applicants.
3. Provide administrative support, which may include scheduling meetings and events, maintaining various office files, initiating and drafting correspondence, and other related duties.

4. Meet with newly enrolled students and parents in person or on the phone to review forms and explain the enrollment and planning process. Will address some specifics on the completion of the forms not allowed to be covered in the enrollment interview by the ADA by law / regulations.
5. Will assist with the collection of all paperwork by responding to specific questions during the form completion process. Will follow up on missing forms until file is complete. Will act on all missing forms notices.
6. Sets objectives for the district's admissions program and assists with an annual budget when assigned.
7. Coordinate the preparation and distribution of school publications pertaining to admissions and enrollment.
8. Respond to requests for public information about the district's admissions, enrollment, policies and programs. Arrange for press coverage of programs that would attract student enrollment.
9. Coordinate registration of students. Compile and evaluate student records. Interpret policy and advise as appropriate. Compile statistical information and prepare reports. May provide special program certifications as appropriate.
10. Maintain confidential records. Develop and maintain record keeping systems and procedures.
11. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers as appropriate to the area of operation.
12. Maintain employee attendance. Oversee staff absences and the substitutes necessary to fill positions. Record and track attendance records for each staff member, personal day requests and vacation days.
13. Maintain database and program for all substitute personnel. Handle personnel issues pertaining to substitutes.
14. Distribute district notices to schools, police department and private schools.
15. Distribute approved out of district notices.
16. Process field trip requests.
17. Answer telephone calls and inquiries for the district.
18. Maintain a high level of confidentiality in all work-related matters.

19. Perform other related duties as may be assigned by the superintendent of schools.

**Terms of Employment:** Twelve month work year. Salary to be determined by the Board of Education.

**Evaluation:** Performance of this job will be evaluated annually in accordance with state law and provisions of the Board's policy on evaluation of non certificated staff.

**APPROVED:** Board of Education