



TITLE: REGISTRAR 2

FLSA: Non-Exempt Classified

Salary Range: 13

PURPOSE: To support student achievement by performing a variety of clerical and secretarial functions at the high school level in the processing of students and student records. Tasks are related to student schedules and records, development of the building master schedule, testing and enrollment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages a master schedule, using independent judgment in a manner consistent with administrative direction, district policies and goals of the instructional program.
- Effectively work with and respond to people from diverse cultures or backgrounds.
- Within administrative guidelines and in accordance with graduation, CIM, CAM, PASS and OSAA requirements, evaluates student records and transcripts and places students appropriately within the instruction program, as assigned.
- Represents administrators, as assigned, in communications with staff, parents, and students to facilitate issue resolution, provide accurate information, and support effective program management.
- Performs difficult and responsible types of duties assigned that require a higher level of technical knowledge.
- Maintains student records through use of the computer system, including but not limited to grades, credits, transcripts, schedules enrollment information, basic student information, withdrawal and dropout data.
- Develops the master schedule, including computer input of forecast data, changes, final schedules and interpretation.
- Trains staff members as needed, on the use of the registration program, policies and procedures.
- Interprets policy and procedures, within district guidelines, for staff, students, parents, and others, in a timely and accurate manner.
- Supervises students outside the classroom, as assigned, to support the district's discipline and instructional programs.
- Exercises independent judgment to resolve issues and respond to requests for assistance related to building/program.
- Provides other related services as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.



- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

QUALIFICATIONS:

- Ability to use independent judgment in creating an efficient and effective master schedule.
- Knowledge of state mandated educational reform guidelines, graduation/CIM/CAM/PASS and OSAA requirements, district policies, administrative rules, and related documents.
- Ability to understand and explain the building/program's instructional goals and carry out work assignments in a manner that supports these goals.
- Ability to communicate effectively, both orally and in writing.
- Mastery of office equipment and technology.
- Ability to interact effectively and collaboratively with individuals and groups of all ages, which requires use of conflict resolution skills.
- Ability to facilitate group activities, meetings.
- Ability to independently plan, organize, and carry out work assignments, and to plan and direct the work of assigned staff or students.
- Ability to understand and implement the school/program's student discipline policy and to manage student behavior effectively outside a classroom setting.
- Ability to effectively perform multiple, simultaneous tasks with numerous interruptions.
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.
- Standard First Aid certification may be required, or the ability to obtain certification within two months of hire.

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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to frequently walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of the position, the employee works with standard office and or instructional equipment with moving mechanical parts. The employee frequently is required to use hands for fine and repetitive manipulation and required to sit for long periods of time. The employee's work is almost exclusively indoors.



The employee regularly must lift, move, and/or carry up to 25 pounds and frequently lift and/or move up to 40 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment could be usually low to occasionally moderate.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

EMPLOYEE STATMENT: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature _____

Date _____

REGISTRAR 2

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature