SHAWNEE MISSION SCHOOL DISTRICT

Job Description

Position Title	Registrar
Department	Secondary Education-High School
Reports To	High School Principal
Salary Schedule	Classified Non-Exempt - Range F - 230 Days

SUMMARY:

Provide assistance and clerical services to the senior high school principal. Does moderately complex clerical work as outlined below and performs numerous clerical tasks requiring knowledge of office practices and procedures.

- **ESSENTIAL DUTIES AND RESPONSIBILITIES:** OTHER DUTIES MAY BE ASSIGNED

- Translate transcripts from other schools to fit district database requirements, reflecting both basic course information and graduation credit designations. Enter additional coursework as needed.
- Arrange appointments, receive calls and answers inquiries.
- Handles enrollment of new students as well as transfers of student records for both in- and out-of-district students. Maintains student files.
- Send transcripts via electronic transcript service and monitor the receipt of those transcripts.
- Provides student information such as graduation verification, student information, academic information and immunization records to various agencies.
- Prepares federal forms for students eligible for assistance and composes letters of attendance verification needed for various agencies.
- Performs other work as directed by supervisor.

QUALIFICATION REQUIREMENTS: *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, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Training and experience should be the equivalent of that normally received by graduation from high school and two-to-three years of secretarial/clerical experience.
- Considerable knowledge of modern office practices.
- Expected to foster good relations with the public, faculty, parents, and students.
- Ability to exercise sound judgment in making decisions with only general administrative instructions.
- Must have considerable skill in keyboarding, maintaining and preparing records, reports and other documents from available data.
- Must be able to use office software as well as operate a computer and other office machinery and perform alphabetizing and filing tasks.
- Must be able to keyboard 40 words per minute with accuracy.

- Must be accurate in all work and always maintain confidentiality.

EDUCATION:

- High School Diploma required. An associate degree or higher is preferred.

LANGUAGE SKILLS:

- Strong oral and written communication skills as well as the ability to articulate a clear and consistent message to multiple constituencies.
- Multilingual skills are beneficial.

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.*

- Must be able to lift 30 lbs. on occasion.
- Requires occasional stooping, bending, kneeling, reaching, and turning.
- Requires prolonged sitting or standing and use of equipment including repetitive motions and computer eye fatigue.

WORK ENVIRONMENT: *The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Ability to collaborate in a team environment.
- Must be able to exchange information with accuracy.
- Must maintain confidentiality.
- Must have a high degree of integrity.
- Work in noisy and crowded conditions with numerous interruptions.
- Meet deadlines under stressful conditions.

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 for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.