

BOULDER VALLEY SCHOOL DISTRICT  
CLASSIFIED STAFF JOB DESCRIPTION

Job Title:	<b>Registrar, High School</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified Staff / Office Professional</b>	Pay Range:	<b>Unit D; Grade 4</b>
Reports to:	<b>Principal, Assistant Principal, Office Manager</b>	Work Year:	<b>11 months</b>
Prepared/Revised Date:	<b>January 2008</b>		<b>230 days</b>

**SUMMARY:** Responsible for the registration of new students and maintaining a variety of student records and transcripts. Perform secretarial duties, coordinate and prepare documents, responsible for maintaining accurate student database information and related reports/spreadsheets, inform public with regard to district policies/procedures as per BVSD website.

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

Job Tasks Descriptions	Frequency	% of Time
1. Maintain, monitor and manage an accurate student database according to federal and state laws, district policies and procedures. Add and withdraw students, update personal demographic information and have familiarity with student schedules. Coordinate quarterly grade reporting, including directing teachers in the procedure, collecting, and printing, mailing and filing the grade reports. Provide data for various reports that may include grade reporting, October Count, CDE end-of-year, eligibility for honors or awards	D	50%
2. Facilitate the student enrollment process by scheduling appointments with incoming students and families, obtaining required paperwork, such as requesting records from previous schools; birth certificate, immunization records, standardized test results and grade reports. Determining residency requirements and informing families of building/district policies. Transcribe graduation credits of transferring students. Create enrollment packets for new students. Copy and mail student records as requested, purge files to prepare for microfilming and district storage.	W	25%
3. Assist in the coordination of college and scholarship applications, including reviewing the applications and providing a transcript and other requested information. May also create and maintain a scholarship database and inform students of college nights, college visitors and other post secondary opportunities.	W	5%
4. Assist in building the master schedule by facilitating student input of said requests. May examine student schedules to ensure they are complete and accurate. May assist counselor in making schedule changes and corrections. May facilitate distribution of schedules to students.	A	5%
5. Coordinate and oversee the course registration process by compiling, designing, verifying data, and arranging for the printing and distribution of all registration materials.	A	5%
6. Provide student information systems training for new and existing employees and respond to requests for assistance in use of the Infinite Campus system.	A	5%
7. Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, plus post-secondary courses in computers or data base software.
- More than one year and up to and including two years of experience in computer, general office and/or public relations. Experience in educational environment preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- District student database training required within 6 months after hire.

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**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Intermediate interpersonal relations skills.
- Basic math and accounting skills.
- Intermediate personal computer, keyboarding and word processing skills.
- Intermediate customer service and public relations skills.
- Intermediate critical thinking and problem solving skills.
- Intermediate organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to promote and follow Board of Education policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, including ergonomically correct work station..

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail, etc.
- Operating knowledge of district student database (Infinite Campus) preferred at hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Principal, Assistant Principal and Office Manager	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- This position acts as a technical resource for the school by serving as a general source for information in the school for staff, parents and teachers. May be responsible for training staff in the use of Infinite Campus student database system.

**SAFETY TO SELF AND OTHERS**

Wrist rest and keyboard pads are recommended.  
Step stool or ladder for reaching high places is recommended.  
Ergonomic chair is recommended.

*The physical demands, work environment factors and mental functions described below 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.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, and use interpersonal skills. Frequently required to coordinate, compute, synthesize and compile. Occasionally required to instruct, evaluate, and negotiate.