

**BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION**

Job Title:	School Support Assistant, Middle School Registrar	FLSA Status:	Non-Exempt
Pay Program:	Classified Staff / Office Professional	Pay Range:	Unit D; Grade 3
Reports to:	Principal	Work Year:	10 months
Prepared/Revised Date:	January 2008		210 days

SUMMARY: Registrar is responsible for all student registration, enrollments and withdrawals. Administer, navigate, implement and update student and school data demographics in Infinite Campus data base. Compile and generate data reports for BVSD departments. Serve as liaison between the building, faculty, staff, students and the public.

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. Act as Infinite Campus data base administrator; execute ad-hoc reports for principals, district and staff. Update all information in IC primarily census. Act as Infinite Campus coaches and parents portal support. Trouble shoot and resolve any IC question staff and parents may have.	D	25%
2. Register incoming students. Review student registration packet with student, streamline information (literacy and language home language survey) background checks, identify needs of student, and notify administration and counselors of any red flags or concerns. Create student enrollment in IC, create student schedule in IC, request records from previous schools, create manual cum record.	D	15%
3. Receive incoming counseling calls. Prescreen and resolve parent questions and convey concerns to appropriate staff members.	D	6%
4. Maintain student cumulative records, request records from previous school, file in cums: CSAP, literacy & language home language survey, ESL test scores. hand deliver any other records to appropriate departments if it consists of: sped records, 504 plans and ILP	D	5%
5. Request records, photo copy original cum record and mail to designated schools, verify student enrollment, and correspond via enrollment verification letters for parent.	W	3%
6. Create, revise, distribute and mail report cards. Create, revise grades and post transcripts. Generate D and F report.	Q	5%
7. Compile GPAs and create award certificates, submit honor roll list of students to local newspaper agency for publishing, extract GPA from IC creating an adhoc filter and exporting to Excel.	Q	5%
8. Develop Master Schedule with Principal. Create, set-up and structure schedule in IC. Input student course request in walk-in scheduler. Run Wizard and revise data.	A	10%
9. Communicate with Open Enrollment office regarding enrollment and withdrawals of students for upcoming school years. Add in IC if enrolling, input end date in IC if withdrawing. Establish communication with other BVSD registrar offices and follow OE procedures as directed by district.	A	5%
10. Track all incoming and withdrawing students for October Count. Keep detailed records for submission to Education Center. Compile, generate and create all reports from IC and submit to budgeting office.	A	5%
11. Coordinate fall registration. Compile enrollment packet material, create course request forms, and submit forms for Spanish translation.	A	5%
12. Purge and clean all records seven years or older and submit to district to be microfilmed.	A	3%
13. Assist principals with distribution of materials for CSAP, bubble in student demographics on booklets without student labels.	A	3%
14. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses in
- No experience required; experience preferred in general office setting.

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LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication skills.
- Advanced English language skills.
- Advanced interpersonal relations skills.
- Intermediate math and accounting skills.
- Advanced personal computer, keyboarding and word processing skills.
- Advanced customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Advanced 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 diffuse and manage volatile and stressful situations.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, and Publisher.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail, etc.
- Operating knowledge of Infinite Campus preferred at hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal	

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

- This position acts as a technical resource for the school by answering questions and concerns regarding Infinite Campus. Troubleshoot and resolve IC questions for staff and parents.

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.