

FALLBROOK UNION HIGH SCHOOL DISTRICT
Registrar/Secretary I
Position Description

BASIC FUNCTION:

Under direct supervision of the principal, serves as registrar/secretary I.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for all confidential academic records
 - Maintain cumulative files and permanent records, including student custody records
 - Maintain correct and accurate student database using Aeries, including all essential Calpads fields
 - Input student transcripts, including corrections and additions to current student transcripts, in a timely manner
 - Submits college entrance required information to various universities, post-secondary schools or agencies (e.g. transcripts, NCAA, FAFSA, etc)
 - Collecting and mailing of progress reports
 - Collecting and mailing of report cards
- Registration of new and current students
 - Receive and evaluate new student registration information
 - Assist in the development of registration calendar
 - Compile and prepare items for the registration process and packets
 - Assist in the scheduling of students
- Exiting of students
 - Verify and process all paperwork regarding the exit of students
 - Verification and forwarding of transcripts and records to other schools including post high school institutions, while abiding with current legal requirements for document release
 - Enter and maintain accurate of exit codes for students, in compliance with Calpads guidelines
 - Oversee senior check-out procedures
 - Order and distribute diplomas
 - Compile and prepare follow-up reports
 - Receive input and prepare graduation program
 - Coordinate with attendance office and administration to verify student adds or drops
- Clerical work on behalf of Principal or designee
 - Acts as general office secretary to her/his supervisor

- Maintains supervisor's calendar; schedules appointments, arranges meetings and conferences
- Screens visitors and phone calls, receives mail and prioritizes matters of importance
- Obtains and provides information as directed/needed including collecting, compiling and editing statistical and/or other reports
- Makes decisions on procedural matters within the scope of the position's responsibility
- Takes minutes of meetings and originates letters and memoranda
- Coordinates the overall operation of the office
- Designs and implements office records and filing systems
- Maintains records/files related to various aspects of daily school operations
- Provides, as necessary, guidance, training, and technical support
- May assist with attendance accounting and reporting, including daily attendance calls and entries.
- Performs other related duties as required.

QUALIFICATIONS:

Knowledge of: Modern office methods and equipment, including letter and report preparation, data management, storage and retrieval systems; receptionist and telephone techniques; correct English usage, spelling, grammar, and punctuation; and computational methods.

Ability to: Perform difficult, complex, and confidential clerical and secretarial work independently and effectively; analyze sensitive situations and adopt an appropriate course of action; assume responsibility and use good judgment in recognizing the scope of the position's authority; compose correspondence and other narrative material; assemble and compile data/information and prepare reports; maintain complex files and records; understand and carry out written and oral directions; read, understand, and retain a variety of policies, procedures, and technical written material and information; establish and maintain effective working relationships with those contacted during the course of work; type at an acceptable rate of speed and accuracy; operate a variety of standard office equipment, including microcomputers and computer terminals, utilizing a variety of software which will affect the functions of word processing, database management, and data presentations.

Experience and Education Required: Equivalent to graduation from high school; experience with word processing.

Qualified applicants will be given examinations, which may consist of: A general office proficiency assessment, an evaluation of training/experience, written performance and/or a qualifications appraisal interview.

Physical Requirements: Ability to sit and view a computer monitor for extended periods of time; dexterity of hands and fingers to repetitively operate a computer keyboard and other office equipment; visual ability (which may be corrected) to read printed matter and computer monitor display; ability to kneel and bend at the waist and to reach overhead, above the shoulders and horizontally to retrieve and store files and supplies; ability to move and/or lift objects up to 25 pounds

WORK ENVIRONMENT: Office environment

Supervisor: Principal
Work Year: 11 months
Salary: Range 16
Overtime Status: Non-Exempt

Board Approved: 6-26-2017

