

**Central Valley School District
Job Description #842**

TITLE Senior High School Registrar/Counseling Secretary

GENERAL SUMMARY

The Senior High School Registrar/Counseling Secretary performs a wide variety of tasks to help assure the smooth, efficient operation of the High School counseling office, including meeting and greeting students, parents, staff and the public. Answers questions or refers to counselors; promotes positive public relations for the district and performs general secretarial duties.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Senior High School Registrar/Counseling Secretary may perform all or a combination of the following:

1. Type accurately and neatly a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, statistical data (graphs, charts, etc.), evaluations, etc.
2. Compose standard letters, memoranda or reports independently and accurately, with little instruction/direction.
3. Respond to the public in a cordial, courteous manner; answer the telephone and relay messages.
4. Assist parents by answering questions regarding registration, curriculum, credits, etc. while they are waiting for the counselor.
5. Check CIS shot date form.
6. Arrange interviews for new students with the Vice Principal.
7. Evaluate transcripts making sure all grading years are accounted for. Send copies to those who request them and student's chosen college.
8. Assign TAP teacher.
9. Assign student numbers and enter information on the computer.
10. Prepare varied reports and records, including building and athletic activity inventories.
11. Send for records from previous schools and enter data into district system.
12. Set up various files.
13. Create and maintain transcript files and enter information on the computer including grades, repeat courses, and PE waivers. Track and ensure accuracy of grades, progress reports, diplomas, and cumulative records.
14. Maintain withdrawal records and assist students with the process.
15. Maintain accurate current rank in class, scholarship information, Choice applications, Running Start Students, and Honors Awards.
16. Job duties may include treating students with diabetes or catheterization.
17. Perform related duties as required by the Principal/Assistant Principal/Head Secretary.

REPORTING RELATIONSHIPS

This position reports to the Principal/Assistant Principal/Counselors

MENTAL DEMANDS

Experiences frequent interruptions; may occasionally deal with distraught or difficult individuals; required to adapt to shifting priorities and to frequently rechannel work efforts.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; potentially exposed to ordinary infectious diseases carried by students.

QUALIFICATIONS

1. Possess demonstrated skill in maintaining and operating district standard hardware and software.
 2. Type/word process 55 wpm accurately and neatly.
 3. Possess a "customer service" orientation, with excellent public relations skills.
 4. Possess demonstrated skill in attention to detail.
 5. Possess demonstrated skills in oral and written communication.
 6. Possess demonstrated skills in filing with accuracy.
 7. Possess a valid First Aid/CPR card.
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UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 06/03

Revised 01/06

Revised 03/09