

# DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

**Job Title:** High School Registrar  
**Job Family:** Administrative Support  
**Department:** School Based  
**Typical Work Year:** 12 months

**Pay Grade:** ESP Salary Schedule  
**FLSA Status:** Non-exempt  
**Prepared Date:** July 1, 2015, rev. 7/1/18

**SUMMARY:** Maintain permanent student records and transcripts according to district and state guidelines. Assist with the administration, coordination, and communication of the student and course registration process and the master schedule. Responsible for accurate student data base information and related reports.

**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. The frequency and percentage of time of duties may vary based on building needs.*

- D 40% Maintain, monitor and manage an accurate student database according to federal and state laws and district policies and procedures. Add new students, withdraw students, change schedules and update personal information (parent/guardian, address, phone numbers, emergency contacts, etc.). Maintain accurate class lists. Retrieve, compile, download and provide data for reports, both internal and external, such as, but not limited to, course distribution, GP awards, enrollment projections, student funding, transportation needs, enrollment counts, testing, October Count, CDE reports, etc. Responsible for grade and progress reporting by ensuring teachers have properly entered all grades for their students. Oversee the distribution and processing of grade reporting cycles. Ensure report cards and progress cards are printed and mailed at appropriate times.
- D 30% Coordinate the student enrollment process by obtaining required paperwork, such as out of district records, birth certificates, etc., explaining school/district policies and procedures, establishing an appropriate schedule for the student and arranging for registration informational meetings if necessary. Mails student records and requested, purges files and/or arranges for necessary archiving.
- D 5% Assist in building the master schedule by inputting student course and schedule requests into the system, analyzing conflicts, performing schedule runs and using tools within student database software to develop a desired schedule. Ensure that each student has a complete and accurate schedule for the new year. Make student schedule corrections and changes as appropriate
- D 5% Coordinate and oversee the course registration/pre-intent process by compiling, typing, verifying data and arranging for the printing of all registration materials; organizing conferences if needed; preparing and distributing all registration materials; and collecting schedule choices from students. Collaborate and establish timelines, both internal and external, for transitioning middle school students.
- D 10 % Coordinates, provides support for and/or participates in student registration/progress events such as back-to-school nights, open houses, arena registration, parent/teacher conferences, orientations, college nights, registrations conferences, etc. Duties may include preparing materials, handouts, agendas, newsletters and the program planning book; arranging for staff coverage; creating signs/posters; making room arrangements; and publicizing the event.
- Ongoing 5% Perform other duties as assigned, including providing back-up coverage to other positions, registering new students, assisting students in the health clinic and contacting parents/guardians as necessary. Clinic duties may include assisting students with minor injuries and illnesses, dispensing authorized medication, contact parents or emergency medical personnel if needed and keeping accurate records of care given.

**EDUCATION AND TRAINING:** High school diploma or equivalent.

**EXPERIENCE:** Minimum of 2 years experience in clerical support positions. Registrar experience preferred. Experience working with students preferred.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Criminal background check required for hire. CPR and First Aid training preferred at hire; required one month after hire. Meds administration required one month after hire.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Oral and written communication skills.
- English language skills; multilingual skills preferred.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office, email/calendar systems, financial software, publishing software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Building Principal or Principal Designee

**Direct Reports:** This job has no supervisory responsibilities

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** This job has no budgetary responsibilities.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *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 ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy				X
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Exposure to bodily fluids	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date