

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
Registrar – Middle School

**IMMEDIATE SUPERVISOR**      School Administrator

**GENERAL DUTIES**

Perform a variety of clerical and secretarial functions in the processing of students and student records. Responsible for computer input and retrieval and must make a variety of decisions within a framework of established procedures. Tasks are related to student records, schedules, attendance, enrollment, testing, and a variety of student-teacher record keeping. Must be detail-oriented, able to multi-task and collaborate with co-workers.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent
- B. Knowledge of computer systems hardware and software
- C. Ability to work well with several departments at one time
- D. Ability to be well organized and attentive to details
- E. Ability to maintain reliability and confidentiality
- F. Perform a variety of secretarial skills
- G. Working knowledge of board policies, enrollment and withdrawal procedures
- H. Ability to maintain effective, positive relationships with students, fellow employees and the general public
- I. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- J. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Maintain student records through use of the computer system, including but not limited to grades, credits, transcripts, schedules, tags, enrollment information, basic student information, withdrawal information and dropout data
- B. Work with the master schedule, including computer input of forecast data, changes, final schedules, and interpretation
- C. Train counselors, administrators, and other staff members as needed on the use of the computer, policies, and procedures
- D. Schedule and prioritize work for input and retrieval on computer
- E. Create and print reports that retrieve data from the computer
- F. Print student schedules, class lists, locator cards, report cards, transcripts, mailing labels, student ID labels, master schedule reports, etc.
- G. Maintain Early Leaver (dropout) data for Administration Center and annual state report
- H. Transfer records between schools for incoming and outgoing students
- I. Direct the work of other staff as assigned.

- J. Provide secretarial and clerical assistance to administrators and co-workers as time and need permit
- K. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: 40 lbs.			<b>X</b>		
*Lifting/Carrying Maximum weight: 40 lbs.			<b>X</b>		

\*Identify items typically moved: \_\_\_\_\_  
 \_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

**EMPLOYEE STATEMENT**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Less Than 12-Month Office Support Pay Schedule**

**Pay Grade:** D

**Last Revised:** June 2007