POSITION DESCRIPTION

TITLE: High School Master Schedule Registrar
LOCATION: High School
REPORTS TO: Principal/Associate Principal(s)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
The High School Master Schedule Registrar is responsible for the organization and processing of all materials related to student information including scheduling, grading, and academic records. The High School Master Schedule Registrar is also responsible for State reports related to the enrollment and withdrawal of students.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the general public in person, by telephone, via e-mail and in writing.
2. Prepare monthly enrollment count for State funding, including reconciling first 5-day enrollment count for District office for State funding purposes.
4. Develop master schedule with building Principal. Ensure balance and placement of course offerings. Build sections into computer. Verify information, order schedule runs, analyze conflicts with Principal, make adjustments as necessary to establish the best fit for student/teacher needs. Re-assess master schedule with Principal for each upcoming term.
5. Work with counselors, students, and parents regarding schedule changes, transcripts, graduation requirements, etc.
7. Prepare and edit the Curriculum Guide for publication.
8. Establish and maintain accurate student records for the high school as well as Clark College and the Running Start program. These records include grade changes, academic history and transcripts. Verify accuracy of Running Start billing with District personnel.
9. Evaluate and convert incoming academic credits from previous school outside the Evergreen School District in accordance with District and Office of Superintendent of Public Instruction (OSPI) regulations.
10. Coordinate progress and grade reports in accordance with District time lines and mail copies to parents.
11. Compile list for the ordering and printing of diplomas, graduation programs, etc. Work with counselors clearing seniors academically for graduation. Organize diplomas (financially/academically cleared) for handout after graduation ceremony.
12. Create custom reports and extract files for District personnel, administrators, teachers and staff members.
13. Submit courses for approval to the NCAA Clearinghouse.
14. Train 10-Month Registrar/Secretary.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)
Speaking (66-100%)
Hearing (66-100%)

Sitting (66-100%)
Standing (Up to 33%)
Stooping (Up to 33%)

Bending (Up to 33%)
Lifting Up to 25 lbs. (33-66%)
Acceptable Attendance

Use of hands and/or arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:
Reading (66-100%) Math (33-66%) Training (Up to 33%)
Detailed Work (66-100%) Problem Solving (66-100%) Constant Interruptions (66-100%)
Verbal Communication (66-100%) Written Communication (66-100%) Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), telephone, typewriter, 10-key calculator, all copy machines and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. A minimum of one year experience entering, editing, and data-mining information in/from a student information system.
3. A minimum of two years of experience in a related field, or equivalent training.
4. Previous registrar experience preferred.
5. Demonstrated ability to perform on the computer, using Windows environment and related Microsoft applications.
6. Must possess a good math aptitude.
7. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
8. Demonstrated ability to perform the tasks accurately and in accordance with established guidelines.
9. Demonstrated ability to problem solve.
10. Demonstrated ability to handle multiple priorities at one time.
11. Demonstrated organizational skills and a commitment to follow through.
12. Demonstrated ability to establish positive relationships with others as part of a team.

216 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ________________________________ Date: ________________

District: ________________________________ Date: ________________

Revised Date: 10/15/2012
Classification: Clerical
Class: Class IV
Display on Web? Yes

High School Master Schedule Registrar