TITLE: Secondary Registrar Secretary
LOCATION: Secondary Schools
REPORTS TO: Principal/Associate Principal(s)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the general supervision of the building Principal and/or Associate Principal(s), the Registrar Secretary is responsible for performing a variety of clerical functions, including registration and processing of materials related to student information which includes scheduling, grading, and academic records. The 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. Process enrollment and withdrawal of students while maintaining accurate records for monthly enrollment reports.
3. Assist parents in completing student enrollment forms, registration, etc.
4. Work with counselors, students, staff, and parents regarding student registration, schedule changes and grades.
5. Establish and maintain accurate student records including grades, grade changes, test records, academic history and transcripts.
6. Communicate with other districts to secure records of incoming students and distribute records for outgoing students.
7. Maintain accuracy of transcripts and all student records including student information, addresses, contact information, and family information.
8. Create letters, forms, and announcements as needed for enrollment, scheduling, and grading.
9. Enter student immunization data.
10. Distribute student transcripts to other school districts, colleges, testing centers, and job application firms.
11. Coordinate progress reports in accordance with district time lines and mail copies to parents.
13. Assist in the preparation and data input of Master Schedule.
14. Assist in preparing documentation for student college applications.
15. Maintain cumulative and health files.
16. Maintain free and reduced lunch program.
17. Prepare monthly enrollment count for state funding.
18. Prepare state reports.
19. Prepare reports for distribution to administrators and counselors as necessary.
20. Assist Activities Office with statistics for sports and activities.
21. If applicable, clear seniors for graduation and compile list for the ordering and printing of diplomas.

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

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting (66-100%)</td>
<td>Standing (Up to 33%)</td>
<td>Stooping (Up to 33%)</td>
</tr>
<tr>
<td>Bending (Up to 33%)</td>
<td>Lifting Up to 25 lbs. (33-66%)</td>
<td>Acceptable Attendance</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading (66-100%)</th>
<th>Math (33-66%)</th>
<th>Training (Up to 33%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed Work (66-100%)</td>
<td>Problem Solving (66-100%)</td>
<td>Constant Interruptions (66-100%)</td>
</tr>
<tr>
<td>Verbal Communication (66-100%)</td>
<td>Written Communication (66-100%)</td>
<td>Multiple Concurrent Tasks (66-100%)</td>
</tr>
</tbody>
</table>

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:
Computer, telephone, 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 two years of experience in a related field, or equivalent training.
3. Must possess a good math aptitude.
4. Must be able to acquire a working understanding of account codes.
5. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
6. Demonstrated ability to perform general office procedures with accuracy.
7. Demonstrated ability to perform on the computer, using Windows environment and related applications.
8. Demonstrated ability to communicate effectively with students, staff, and the general public.
9. Demonstrated ability to perform independently and work under conditions of constant interruption and perform under deadline pressure.
10. Demonstrated ability to be accurate, dependable, tactful, confidential and have good problem-solving skills.
11. Demonstrated ability to perform the tasks accurately and in accordance with established guidelines.
12. Demonstrated ability to handle multiple priorities at one time.
13. Demonstrated organizational skills and a commitment to follow through.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Vancouver, WA 98668-8910</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone: (360) 604-4010</td>
</tr>
</tbody>
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Variable Days Per Year (Includes Holidays)  
Variable Hrs. Per Day

PSE: _______________________________  
District: _______________________________

Date: ___________________  
Date: ___________________

New ☒
Revised Date: 6/18/19
Classification: Secretarial
Class: Class II
Display on Web? No

Secondary Registrar Secretary