**POSITION DESCRIPTION**

**TITLE:** Virtual School Registrar  
**LOCATION:** iQ Academy  
**REPORTS TO:** Building Administration  
**DEPARTMENT:** Alternative Education

**SUMMARY STATEMENT:**
Under the supervision of the building Principal, this position’s responsibilities are greet and communicate with the public, prepare payroll, attend to all aspects of attendance, and organize and process materials related to virtual school student enrollment.

**ESSENTIAL FUNCTIONS:**
1. Process registration and enrollment documents from resident and non-resident students.  
2. Maintain WESPaC student records.  
3. Prepare monthly enrollment reports.  
5. Maintain Alternative Learning Experience (ALE) and cumulative files of all enrolled students.  
6. Send student transcripts to other school districts, colleges, testing centers, and job application firms.  
7. Compile list for the ordering and printing of diplomas.  
8. Clear seniors for graduation.  
9. Remove senior files out of file cabinets at the end of each school year to prepare for incoming student records.  
10. Under administrative supervision, review 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 and under the guidance of building administration.  
11. Communicate effectively with students, staff, and the general public.  
12. Answer the telephone and respond to inquiries from students, staff, parents, and the general public.  
13. Compose, prepare, and distribute various office correspondence as required.

**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>Reaching (Up to 33%)</td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td>Writing (33-66%)</td>
<td>Walking (Up to 33%)</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td>Lifting/Carrying Up to 30 lbs. (Up to 33%)</td>
<td>Bending/Stooping (Up to 33%)</td>
</tr>
</tbody>
</table>

**MENTAL DEMANDS REQUIRED:**

<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
<th>Written Communication (33-66%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Solving (66-100%)</td>
<td>Detailed Work (66-100%)</td>
<td>Training (Up to 33%)</td>
</tr>
<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Constant Interruptions (66-100%)</td>
<td>Math (33-66%)</td>
</tr>
<tr>
<td>Reasoning (66-100%)</td>
<td>Confidentiality (66-100%)</td>
<td>Customer Contact (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:
IBM/PC (clone), telephone, automated dialing system, typewriter, 10-key calculator, 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. Demonstrated ability to perform on the computer, using Windows and related Microsoft applications.
4. Demonstrated ability to communicate effectively with students, staff, and the general public.
5. Must possess a good math aptitude.
6. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
7. Demonstrated ability to perform the tasks accurately and in accordance with established guidelines.
8. Demonstrated ability to handle multiple priorities at one time.
9. Demonstrated organizational skills and a commitment to follow through.
10. Demonstrated ability to problem solve.
11. Demonstrated ability to work under conditions of constant interruption and perform under deadline pressure.
12. Demonstrated ability to maintain confidentiality of sensitive information.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

213 Days Per Year (Includes Holidays) 
6 Hrs. Per Day

PSE: ____________________________ Date: ______________

District: ____________________________ Date: ______________

New 
Revised Date: 10/22/2008
Classification: Secretarial
Class: Class II
Display on Web? No

Virtual School Registrar