

**STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: Secretary II – High School Registrar

Classification: Secretary

Reports to: Building Principal

PURPOSE STATEMENT

The purpose of this position is to assist with master schedule development and student scheduling and to maintain accurate student records for enrollment, grade reports, transcripts, and graduation requirements.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Assists the principal with all aspects of student records management, required State reports, (e.g. P210, P223, discipline, weapons, etc.), master schedule, and enrollment management.
- Obtain, under the direction of the principal, accurate beginning of the year class counts.
- Maintain accurate enrollment records and submit State reports as required.
- Assist building administrators with master schedule building, manage spring registration, and enter schedule changes.
- Register and withdraw students and transmit student records.
- Enter State test scores for transfer students and student who retake test.
- Transcribe grades promptly for all transfer students.
- Generate, mail, and maintain report cards.
- Mail, file and maintain all student records including transcripts.
- Assist students with graduation expectations.
- Maintain graduation requirement program.
- Enter all student information into WESPaC as necessary for meeting requirements.
- Manage transcript process for current students and interpret transcripts for incoming students.
- Assist students with preparation of college and scholarship applications.
- Ensure accuracy of diploma list for graduating seniors.
- FERPA management and monitoring.

OTHER FUNCTIONS

- Perform receptionist duties including telephone and front desk.
- Train, supervise and evaluate student office assistants.
- Assist students with Draft registration
- Performs other duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

Skills are required that enable the employee to work in a positive way with the public while maintaining confidentiality. Skills in both verbal and written communication is essential for success in this position. Skills in working on computers and with a variety of office equipment.

The employee must be knowledgeable of general office procedures. Knowledge of and ability to comply with State and Federal regulations on record keeping and reporting requirements is necessary. A thorough knowledge of Stanwood High School graduation requirements is important for success. Knowledge of and ability to utilize the WESPac computer program is essential. Knowledge and application of safety procedures related to performance responsibilities.

Ability to remain calm in stressful situations. Ability to be flexible, organized and manage time effectively; the ability to maintain organized files and keep accurate records; and the ability to interact effectively with a variety of audiences including, but not limited to, students, parents, teachers, colleagues, and administrators are critical attributes for success in this position.

Working Environment

Some lifting, carrying, kneeling and stooping, and fine motor skills are required. Generally, the job requires 70% sitting, 10% walking, and 20% standing. The job is performed primarily indoors under minimal temperature variations with potential exposure to bodily fluids.

Experience Secretarial experience is desirable.

Education High school diploma or GED (General Education Degree) is required. Secretarial training is desirable.

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Required Testing

none

Certificates

Valid First Aid, CPR, and AED certificates required.

Continuing Ed./Training

Maintain First Aid, CPR, AED certification

Clearances

Fingerprint/Background Clearance

FLSA Status:

Non Exempt

Approved:

Salary Range: PSE Schedule A for

Secretarial (Secretary II)

Classification History:

Developed 4/01

Revised 8/06

The information contained in this job description is for compliance with the Americans with Disabilities

Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.