

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 10-2000
LAST REVISION DATE _____
BAND & GRADE A-1-3-3

POSITION TITLE High School Registrar

IMMEDIATE SUPERVISOR High School Principal

Job Summary (Basic Purpose of Position)

This employee is charged with the responsibility to collect and maintain all high school student records utilizing the latest technology.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 Responsible for the student record keeping system.	A1			Knowledge:	
1.01 Maintain all aspects of student records.	A1	20%		1. Keyboarding	1.01 Records were maintained.
1.02 Records that concern student transcripts will be kept electronically.	A1	5%		2. Computer technology	1.02 Records using Skyward were done correctly.
1.03 Convert transcript credit for all incoming transcripts.	A1	6%		3. Filing and reporting	1.03 Transfer credit was completed accurately and in a timely manner.
1.04 Track senior credits for graduation.	A1	9%		4. Telephone procedures	1.04 Senior credits were tracked accurately and in a timely manner.
1.05 Verify senior graduation list.	A1	3%		5. Resolve problems	1.05 The senior graduation list was verified.
1.06 Verify MARSS information.	A1	1%		6. High School curriculum guide	1.06 MARSS information was verified.
1.07 Register new students and make appropriate referral to counselor/Dean for course select.	A1	8%		7. Transcripts	1.07 Students were registered appropriately.
1.08 Record and maintain files on drops and transfers.	A1	5%		8. High School procedures and policies	1.08 Proper records were kept for drops and transfers.
1.09 Coordinate master scheduling and student scheduling.	A1	10%		Ability:	1.09 Assistance with the master schedule was provided.
1.10 Record, compute and translate credits and GPA's.	A1	3%		1. Work cooperatively	1.10 Credits and GPA's were computed and recorded accurately.
1.11 Collect data regarding report cards, progress reports, incompletes and grade changes.	A1	8%		2. Communicate and provide a positive working relationship with staff, students and parents.	1.11 All data collection was done accurately and in a timely manner.
1.12 Record graduation standards and state-wide assessments.	A1	4%		3. Plan and organize	1.12 Graduation standards and state-wide assessments were properly recorded.
				4. Make decisions	
				5. Provide support and consultation to staff and administration.	

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

2.00 Perform assigned office functions.	A1				
2.01 Responsible for exporting all transcripts.	A1	5%			2.01 Transcripts were exported appropriately.
2.02 Assist in maintaining and distributing all NCAA Clearinghouse information.	A1	1%			2.02 Clearinghouse information was maintained and distributed.
2.03 Assist with maintaining cumulative folders.	A1	4%			2.03 Cumulative folders were maintained.
2.04 Serve as selective service registration agent.	A1	3%			2.04 Selective service duties were performed accurately.
2.05 Manage and supervise the work of the OJT students.	A1	2%			2.05 OJT students were managed properly.
2.06 Meet with administrative and support as part of the decision making team.	A1	1%			2.06 Attended all meetings as directed.
2.07 Responsible to print and distribute report cards and progress reports.	A1	2%			2.07 Report cards and progress reports were printed and distributed.
2.08 Other duties as assigned.		5%			2.08 Perform other duties as assigned in a timely manner.