

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE June 1, 2003  
 LAST REVISION DATE \_\_\_\_\_  
 BAND & GRADE A-1-3-3

POSITION TITLE                     Middle School Registrar                    

IMMEDIATE SUPERVISOR                     Middle School Principal                    

**Job Summary (Basic Purpose of Position)**

This employee is responsible for collecting and maintaining all middle 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?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
<b>1.00 RESPONSIBLE FOR THE STUDENT RECORD KEEPING SYSTEM.</b>	A	Daily		<b>Skills/Knowledge:</b>	
1.01 Process and maintain all aspects of student records. <ul style="list-style-type: none"> <li>• Incoming students, new to the district as well as incoming 6<sup>th</sup> grade student records.</li> <li>• Drop students, including outgoing 9<sup>th</sup> grade student records being sent to the high school.</li> </ul>	A-1	20%		<ol style="list-style-type: none"> <li>1. Keyboarding</li> <li>2. Computer technology</li> <li>3. Filing/reporting</li> <li>4. Telephone etiquette</li> <li>5. Resolve problems</li> <li>6. Middle School curriculum guide</li> <li>7. Transcripts/report cards</li> <li>8. Middle School policies/procedures</li> <li>9. How to assist the public effectively</li> <li>10. Record retention policies</li> <li>11. Registration forms and process</li> <li>12. District policies and procedures</li> </ol>	<ol style="list-style-type: none"> <li>1.01 Records were maintained.</li> <li>1.02 Records using the Skyward program were completed correctly.</li> <li>1.03 Students were registered appropriately.</li> <li>1.04 Proper records were kept for drops and transfers.</li> <li>1.05 Assistance with the master schedule was provided.</li> <li>1.06 All data collection was done accurately and in a timely manner.</li> <li>1.07 Graduation standards, state-wide assessments, and other test scores were recorded accurately.</li> <li>1.08 Assistance was provided in an organized and timely manner.</li> </ol>
1.02 Records that concern student transcripts will be kept electronically.	A-1	10%			
1.03 Register new students and make appropriate referral to counselor for course selection.	A-1	15%			
1.04 Record and maintain files on drops and transfers.	A-1	5%			
1.05 Coordinate master scheduling and student scheduling.	A-1	15%			
1.06 Collect and maintain data regarding report cards, schedule changes and grade changes.	A-1	5%			
1.07 Maintain graduation standards reports, state-wide assessments, and all pertinent test scores.	A-1	2%			
1.08 Assist counselor with new student orientation. <ul style="list-style-type: none"> <li>• Review handbook, policies, and procedures with parents and student.</li> <li>• Assign meeters/greeters to new student for tour.</li> </ul>	A-1	10%		<b>Ability:</b>	
				<ol style="list-style-type: none"> <li>1. Work cooperatively</li> <li>2. Communicate and provide a positive working relationship with staff, students and parents</li> </ol>	

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<ul style="list-style-type: none"> <li>Scheduling appointments for groups, students and parents as needed.</li> </ul>	A-1	2%		3. Plan and organize	1.09 Grades are entered on time by faculty, report cards and newsletters are printed and mailed out in a timely manner.
1.09 Coordinate and facilitate grade input, the printing and mailing of report cards and newsletters.	A-1	2%		4. Make decisions	1.10 Assistance was provided with state-wide testing and MAP testing.
1.10 Assist counselor with state wide testing and MAP testing.	A-1	2%		5. Provide support and consultation to counselor and administration	1.11 Assistance was provided with scheduling appointments in an organized and timely fashion.
1.11 Record, compute and translate GPA's	A-1	3%			
<b>2.00 PERFORM OFFICE DUTIES AS NEEDED.</b>		1%			
2.01 Coordinate student and parental inquiries on various subjects related to school life.	A-1	1%			2.01 Inquiries and complaints were handled appropriately.
2.02 Receive money, issue receipts for miscellaneous purposes, ie...student assignment book replacement, book fines, band supplies, pop machine reimbursements, making change.	B-1	2%			2.02 Money is taken and balances with receipts.
2.03 Assist principals' secretary with the revolving account.	B-1	1%			2.03 Revolving Account is accurately maintained.
2.04 Assign lockers to students by pod.	A-1	1%			2.04 Students have lockers and combinations assigned to them.
2.05 Compile collected information with data base for book fines.	A-1	1%			2.05 A book fine packet is printed, fines are sent to parents, a list is available in the office.
2.06 Create/distribute Student Handbook.	A-1	1%			2.06 Handbook is available on time.
2.07 Assist with student pod letters, and teachers pod letters.	A-1	1%			2.07 Letters are compiled and sent out in a timely manner.
2.08 Assume responsibilities of absent co-workers.	A-1	2%			2.08 Duties are fulfilled during co-workers' absence.
2.09 Other duties as assigned.	A-1	1%			2.09 All assigned duties are completed to the satisfaction of the immediate supervisor.