



David Douglas School District #40

Classified Job Description

SECRETARY II.5 – REGISTRAR

Schedule: 8 hours per day / 12 months per year / 260 Days per year
Class: 13

POSITION PURPOSE

To maintain transcripts and records of students currently enrolled, or who have been enrolled, at David Douglas High School.

NATURE AND SCOPE OF RESPONSIBILITIES

- Oversee the work of the secretarial and clerical staff in the Registrar's Office leading and directing staff in daily goals, duties and tasks
- Provide training for secretarial and clerical staff in the Registrar's Office overseeing work to ensure accuracy
- Assist District Office with cohort tracking to include researching students who have withdrawn, entering information into student information system, and communicating with district team regarding investigations and outcomes
- Assist students, teachers, parents, DHS, Administration, Counselors, SEC and outside agencies with information
- Maintain student records and transcripts to include grades, course completion, test information
- Maintain grades after teacher input and distribute changes when requirements for "incomplete" courses have been met
- Send transcripts to colleges and universities
- Prepare records for new student enrollments
- Add new student information to computerized registration list and email to appropriate parties
- Prepare transcripts with date entered, school previously attended, name and address and other personal information
- Request records from sending school and transmit appropriate information to counselors, teachers and other school personnel
- Process student withdrawals, issue withdrawal forms to students and obtain transfer grades from teachers. Collect health records, attendance records and cumulative folder to complete student records while at David Douglas High School. Transfer grades into student's withdrawal file, transfer student's records from the active to the inactive files, add withdrawal information to computerized withdrawal list and send information accordingly
- Send former student records to receiving schools upon request updating Synergy, test card and withdrawal list
- Work with individuals from various alternative school settings on behalf of Fir Ridge, Grad Alliance, Mt. Hood Middle College, Day Academy and Evening Academy
- Process records of graduating students by generating diploma list from diploma cards completed by graduating students, order and prepare diplomas with students' names and affix notations of special recognition for graduation
- Prepare list of students who will not graduate from information supplied by counselors
- Generate information from Graduation program to include prep of name cards to be read at ceremony, send out Honor Cord letters to students, close out test cards by noting graduation status and attach individual transcripts
- Pull student records of graduates and non-grads, label and make master index card of status for the Master Index File in vault and store in the vault
- Prepare non grad list and track fifth year students for following school year
- Track students enrolled in summer school sessions 1 & 2, update files, test cards, index cards and diplomas
- Understand Records Retention laws to comply with state law and keep vault records accurate
- Prepare various reports as required, e.g. the "Early Leavers" and "High School Completers" report for the Oregon State Department of Education at the end of the school year. Provide data on student enrollments and grades as requested
- Perform other duties, as assigned

QUALIFICATIONS

- Detail oriented
- High School diploma or equivalent
- 21 years of age or older, with three years of experience in general clerical work requiring frequent contact with the public
- Accurate and rapid typing skills, as well as language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation and use of computer programs involving word processing, use of telephone, calculator, fax, copier and other office equipment
- Ability to understand and follow instructions with limited supervision
- Ability to respond to sensitive issues and concerns from students, parents, and staff, and to maintain the confidentiality of such
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents and staff
- Familiar with school procedures and record keeping and retention requirements

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Frequently must descend and climb stairs to obtain records from the vault. Exposure to noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.