

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

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