



Job Title: **Administrative Assistant – Registrar or Attendance**

Department: **High Schools**

Supervisor: **Principal**

Lane Placement: **ESP Lane 6**

Schedule: **Varies**

Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the principal, the Administrative Assistant will assist the school and staff in daily functions, maintain computer and other records and operate and maintain office machines. The assistant will also support telephone calls, deliver messages and provide routine information and direction to staff and visitors.

ESSENTIAL FUNCTIONS

- Maintains and monitors accuracy of computer and other records.
- Use computer software to generate reports, documents and other materials.
- Use computer to research and find needed information.
- Strong computer software skills (excel, access, data bases, data merge, etc.).
- Skyward experience preferred.
- Fills out forms.
- Communicate information and ideas clearly, and concisely, in writing: read and understand information presented in writing.
- Deal with people in a professional manner which shows sensitivity, tact, and professionalism.
- Directs telephone calls and public.
- Replies in a timely manner to phone, written and in-person requests for information.
- May use electronic equipment to communicate with department employees.
- Back up secretarial and staff as assigned.
- Ability to prioritize projects.
- Meet deadlines while handling frequent interruptions.
- Maintains confidential information both written and oral.
- Participate in training sessions when assigned.
- Other duties as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

Registrar-High School

- Enters information on computer terminal (e.g. information on new students, grade changes, student withdrawals, and class changes).
- Insures that student information is accurate and current.
- Processes transcript requests and updates. Insures that transcripts are accurate and current.

- Logs incoming and outgoing transcripts.
- Keeps senior graduation data updated.
- Assists students with college applications.
- Assists teachers, counselors, assistant principals, and other staff with student scheduling.
- Instructs others regarding forms required to make schedule changes.

- Completes information sheets and/or terminal (PCM) for next year's scheduling.
- Processes transmittals.
- Checks grades with teachers and adds fall missing classes and students on computer terminal.
- Assists in the checking and distribution of report cards.
- Adds grade changes on terminal.
- May train and coordinate work of general clerks or office assistants.
- Requires one year bookkeeping/clerical training with demonstrated skill in computer entry and retrieval is required.
- Must understand and translate grade and class requirements, transcript deficiencies and other procedures and guidelines as they apply to work.

Attendance Secretary-High School

- Gathers information, compiles and maintains computer and other records relating to student attendance (e.g. scanning daily attendance, processing daily attendance/absentee records, daily teacher reports, parent notification, two week download, two week scan sheets, race/ethnicity and homeless reporting and teacher roll book summaries).
- Collects and organizes quarterly attendance and grades from each teacher for permanent files.
- Works closely with registrar to ensure accuracy on the two-week scans, roll book summaries and transmittals.
- Fills out registration forms required for all new students and initiates their entry into school.
- Compiles and submits necessary information and reports to individuals in the school and appropriate District offices regarding student entries, with drawls, truancy, dropouts, hospitalized students, students on home and hospital, suspension, educational leave, students checking out of school, activity lists, and night school.
- Assigns tasks and coordinates secretarial work flow for attendance staff including work for assistant principals.
- Trains new attendance staff members.
- Keeps staff informed of new policies and procedures.
- Keeps supervisors informed as to staff performance, Recommends employment discipline and retention.
- Works with assistant principals, teachers, students and parents in solving problems concerning attendance, enrollment and disciplinary problems.
- Types appropriate letters, memos, notices, etc.
- Maintains files.
- Answers telephone, schedules appointments, relays messages, calls students, etc.
- Assists other attendance staff members with assignments (e.g. student insurance failing notices, lockers, mailers, homework, changes of address and telephone numbers, injury and accident reports, public law, greeting and helping those who come into the office).

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Must have strong computer knowledge. (Excel, Microsoft Word, and preferably Canyons District Systems).
- Requires clerical experience with demonstrated competence.
- Must demonstrate competence in reading, writing, speaking and basic math.
- Requires verified typing skill of 50 wpm.
- Requires ability to operate a variety of office machines.
- Requires some problem solving and exercise of judgment within present guidelines.
- Requires good interpersonal skills.
- Requires ability to organize work and materials and communicate orally and in writing.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires ability to handle the stress of meeting deadlines and interruptions of work that requires concentration.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 06/8/2020