



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Registrar**  
Job Family: **School Clerical**  
Prepared/Revised Date: **February 11, 2015**

FLSA Status: **Non-Exempt**  
Pay Range: **SC25H**  
Job Code: **51601**

**SUMMARY:** Responsible for registering students, and maintaining student enrollment, demographic, health, and academic records for a secondary school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Frequency of duties, percent of time and work year may vary based on department or building assignment.***

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Enroll and withdraw students, and counsel new families on educational opportunities at school and within the District.	D	20%
2. Enter and modify student personal, demographic, health, and academic data; maintain grades; and produce reports from student information system, including producing and distributing report cards, transcripts, and schedules.	D	15%
3. Assist in creating student schedules and continuously monitor schedules for accuracy to ensure graduation requirements are met. Maintain Honor Roll and student awards.	D	15%
4. Maintain filing and recordkeeping system, including maintaining student cumulative records and transcripts; verify immunization records; produce student permanent records; and transfer records to other sites as needed.	D	15%
5. Compose, type, edit, and publish correspondence, forms, memos, brochures, handbooks, newsletters, and curriculum guide.	D	5%
6. Answer phone, route calls, take messages, and respond to inquiries; greet, direct, and assist visitors; assist with other clerical and/or administrative duties of the school office; and assist with projects as needed.	D	4%
7. Attend work and arrive in a timely manner.	D	1%
8. Translate transcripts and enter academic histories into student information system. Request student records from out-of-district schools. Determine and assign credits to new student records.	W	2%
9. Maintain information on students taking courses in various programs and local colleges. Prepare and process concurrent enrollment applications.	W	2%
10. Identify homeless students, maintain related records, and deliver resources to students and families. Work with district McKinney educators to coordinate onsite meetings with students.	M	5%
11. Prepare pre-registration materials, produce class lists, and record pre-registration requests.	A	10%
12. Manage School of Choice students, records, and requirements. Facilitate school transfers.	A	3%
13. Report October Count data and track student numbers for student-based budgeting.	A	2%
14. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL =</b>	<b>100%</b>



**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- Associate’s degree or college coursework preferred.
- One to two years of related experience
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong oral and written communication skills
- English language skills
- Strong interpersonal relations skills
- Basic mathematical skills
- Organizational, problem-solving, and collaboration skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals, and media equipment
- Operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms				x
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy				x
Coordinate			x	
Instruct		x		
Compute			x	
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile				x
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Quiet	
Moderate	x
Loud	
Very Loud	