

**VASHON ISLAND SCHOOL DISTRICT
POSITION DESCRIPTION**

REGISTRAR

GENERAL SUMMARY

Primary responsibility for building level student record keeping and data management. Also performs other clerical duties.

ESSENTIAL FUNCTIONS:

Under the supervision of the Building Administrator, the position performs some or all of the following typical duties:

- Registration and withdrawal of students.
- Maintenance of student information system, including class enrollment, class schedules, transcripts, progress reports, and grading system.
- Tracking and recording student attendance data.
- Participation in planning and provision of data entry for the master schedule process.
- Preparation and management of incoming and outgoing office correspondence, especially related to scheduling and enrollment.
- Assist in the development and update of forms.
- Preparation and maintenance of any records that are required by federal, state and district agencies specific to student academic requirements and record keeping.
- Provision of basic first aid care to ill or injured students and administration of medication as authorized in absence of school nurse.
- Maintenance of student confidential files according to WAC procedures and guidelines.
- Assist in preparation for school opening and closing.
- Perform additional related duties as requested by the Building Administrator.

REPORTING RELATIONSHIPS

- Reports to and receives direction from Building Administrator.

COGNITIVE DEMANDS

- Requires organization and time management; requires concentration; exposed to frequent interruptions; requires adaptability and flexibility in working with different students, staff, parents, and community members; requires effective decision-making and problem-solving; requires substantial self-discipline in behavior and attitude; requires dealing with difficult, upset, or angry individuals on occasion.
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PHYSICAL DEMANDS

- May be exposed to visual display terminal for prolonged periods; may require prolonged standing or sitting; while performing the duties of this job, the employee is regularly required to sit, stand, walk, lift, carry, stoop, kneel, talk and hear.

MINIMUM QUALIFICATIONS

Education and Experience

- Minimum high school business curriculum, plus additional college or business-school experience.
- Advanced skills in English grammar and composition, accurate keyboarding, note taking, record-keeping, and basic accounting.
- Knowledge of Microsoft Office and Microsoft Publisher programs. (Familiarity with advance computer technology and database management preferred.)
- A calm and cordial manner with the public, in person and on the telephone.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain effective working relationships with staff.
- Ability to follow and give instructions
- Ability to work as a team member.
- Excellent telephone skills and manner.
- Demonstrated skill in reading, writing, and basic math
- Knowledge of correct grammar, spelling, composition skills, and English usage
- Ability to operate general office machines.
- Ability to use computers and various software packages.
- Ability to attend to detail and follow tasks through to completion
- Ability to complete multiple tasks at the same time and meet deadlines with frequent interruptions.
- Ability to maintain confidentiality, attend to detail, and work under time-pressure.
- Ability to be fair and consistent when working with others.
- Ability to remain flexible to changes in duty assignments
- Ability to handle stressful situations
- Willingness to obtain training in First Aid and CPR when offered by District.

CONDITIONS/ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
