



JOB TITLE	DEPARTMENT	REPORTS TO
School Registrar	School Based	Principal

Position No: 61096	Length of Work Year: 12 Months
Salary Schedule: C19	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised:

JOB GOAL
To maintain complete and accurate student accounting records for every child in the school.

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent.
2. Good public relations skills.
3. Knowledge of pupil progression plan requirements.
4. General office skills, word processing and data entry proficiency tests.
5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To supervise the registration of students.
2. To coordinate requests for homework when students are ill.
3. To assist in evaluation of transcripts of incoming students.
4. To maintain records of grades and absences for each student's permanent file.
5. To assist in preparing and submitting notices to parents for students who are in danger of failing of annual promotion and for students who are deficient in credit for graduation.
6. To perform assigned tasks in a timely and efficient manner.
7. To perform assigned tasks with a high standard of quality.
8. To prepare transmittal of transcripts and other official documents relating to students.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.