JOB DESCRIPTION

JOB TITLE: **Registrar/Attendance Clerk (K-6)**

Position Type: **Classified**	Department: **Elementary Schools**
Salary Schedule: **Classified**	Reports to: **Secretary III**
Salary Range: **Range 20**	
Term of Employment: **10 months**	Date: **March 2, 2017**
Shift: **Day**	Approved by: **Human Resources**

POSITION SUMMARY:

Manages school level student information system, including but not limited to enrollment, withdraws, student scheduling, special placement of students, demographic records required for SAIS and audit compliance, updating and accuracy of demographic information, daily attendance, records/files maintenance, open enrollment, report cards and grading process, schedule implementation, annual student information system setup and placement of students. Follows safe school practices to ensure the safety of students' rights and records. Assists other office staff with visitors, student assistance, phones, etc.

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.

ESSENTIAL FUNCTIONS:

- Greets visitors and provide general assistance.
- Maintains current knowledge of legal requirements for protecting student information.
- Performs daily attendance.
- Maintains open enrollment.
- Registers students into classes and manage student adds, drops and transfers.
- Maintains accurate and balanced class counts.
- Manages student files and records.
- Manages the input, maintenance, and reporting of student information required for SAIS.
- Completes quarterly grade verification and distribution as needed.
- Maintains all room assignments and class load information within administrative guidelines as directed.

- Receives and forwards all student record transmittals for accurate and complete student record files as directed.
- Manages files for transition of either 6th grade students or 8th grade students to feeder schools.
- Annually sets up the student information system at the school level.
- Provides support to the school administration on the creation of the master schedule.
- K8 - creates the master schedule in the student information system, which includes scheduling all students using the SIS scheduling system
- K6 - updates and maintains the current master schedule in the SIS scheduling system for the new school year, including the scheduling all students.
- Maintains the school master schedule each year and implement changes as required by staffing and/or student enrollment adjustments.
- Communicates with parents, students and staff providing general information.
- Attends staff meetings as required.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.

- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATON AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSCIAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.