

College Counseling Assistant / Registrar

Updated: 05-15-06

Department: Maimonides Upper School

Supervisor: Dean of Academics

Employee Classification: Non-Exempt

Position Summary:

Under the direction of the Dean of Academics, independently perform various technical and complex clerical duties related to the permanent records of high school students according to established policies and procedures; utilize specialized automated student information software and hardware; establish, maintain and monitor student records, grades, coursework compiled, and credits earned for graduation; communicate with counselors and other guidance staff, teachers, administrators, parents and students; assure complete and accurate records.

Duties & Responsibilities:

College Counseling Assistant:

- Provide clerical support to the school counseling office; respond to inquiries and provide assistance to staff, students and the public; schedule counseling appointments; answer telephone calls and provide information and assistance to callers, visitors, staff and students.
- Perform a variety of independent clerical and technical services; maintain and input student data into assigned database(s); type a variety of correspondence, reports, bulletins, lists and other materials as requested; schedule meetings and appointments as assigned; process a variety of forms and applications.
- Prepare and maintain student schedules; respond to and process schedule change and class requests; print schedules and class lists; notify teachers and counselors of new students; prepare and update enrollment cards; assist with preparing master schedules; assure related paperwork is received and completed in a timely manner.
- Input and assure the accuracy of master schedule courses; assist school staff, counselors and teachers regarding master schedule issues; provide and receive information related to master schedules, schedule changes, conflicts course codes and other issues as required.
- Register and enroll new students according to established policies and procedures; verify and assure accuracy of registration information; distribute registration records; request and process foreign, domestic and out-of-district school transcripts; respond to transcript requests.
- Receive and process student grades and grade changes; prepare and print report cards and progress reports; notify teachers, counselors and parents of academic issues; prepare and monitor honor roll.
- Establish and maintain student cumulative records, updating with grades and other student information; transfer cumulative records to other schools for exiting students; establish and maintain related filing systems.

- Monitor inventory levels of registration and grading materials, and school and office supplies; order supplies as necessary.
- Prepare and maintain a variety of records and reports related to students, class schedules, staff and instructional programs; prepare a variety of forms, applications and packets; compile and duplicate related materials as needed.
- Operate a variety of school office equipment including a calculator, telephone, copier, fax machine, typewriter, computer, and assigned software.
- Participate in other assigned activities such as coordinating orientation activities, assisting with student testing activities and processing work permit applications.
- Train and provide work direction and guidance to student assistants as assigned by the position.
- Perform related duties as assigned.

Registrar:

- Independently perform various technical and complete clerical record-keeping duties relating to the enrollment or withdrawal of high school students in compliance with applicable laws, codes, rules and regulations, as well as SDJA administrative procedures, including State education code, privacy and archiving.
- Prepare and maintain permanent records, cumulative and special education files, and demographic information on past, enrolled and incoming students; request necessary records and initiate telephone and written communication with previous schools related to student record history.
- Interpret and analyze incoming student national and international transcripts and transcribe to conform with State and School requirements; enter student grades in computer to create a course history file and transcript; notify counselors of student credit deficiencies or unusual placement possibilities.
- Communicate with students, parents, administrators, teachers and staff to assure student records are current and accurate; communicate graduation deficiencies and eligibilities to appropriate administrators, parents and counselors; communicate with a variety of School personnel, parents and outside agencies to exchange information, resolve issues, answer questions and coordinate activities.
- Respond to inquiries and assist students, counselors, parents and other schools and personnel in person or on the telephone regarding student records, transcript requests, graduation, student attendance, statistical information, grade point averages, enrollment procedures and other technical inquiries.
- Prepare withdrawal papers, retrieve files and print transcripts; process and forward transcripts, secondary school reports and records to colleges and other institutions from student permanent records according to established guidelines and procedures; assure compliance with deadlines and requirements to assure potential student acceptance.
- Compute, record and process grade point averages to include repeated classes and grade changes in accordance with school policies; submit grade point averages to appropriate outside agencies; inform counselors and appropriate administrators of

student progress based on changes.

- Assist in general clerical functions of a school office; compose letters related to assigned activities; sign appropriate forms.
- Operate a variety of office equipment including a typewriter, calculator, copier, facsimile, computer and assigned software.
- Prepare accurate list of graduates' names for commencement program; prepare final credit deficiency list of seniors for counselors; compile list of failing grades to create the final list of diploma recipients; post graduation date on student records file; send final transcripts for graduates complying with college deadlines.
- Establish junior decile rank to allow participation in ELC (Eligibility in the Local Context) Program; file transcripts with University of California ELC Office within established timeframe.
- Utilize course database to prepare senior grade point averages in compliance with State guidelines; file grade point averages electronically with the California Student Aide Commission by designated deadline.
- Prepare and maintain a variety of records and reports including State and School reports and files; provide CBEDS statistical data determining school dropouts and number of graduates.
- Perform related duties as assigned.

Knowledge & Skills:

Knowledge of:

- Transcript evaluation and student enrollment procedures and requirements.
- School curriculum and detailed course descriptions.
- State regulations regarding permanent student records maintenance and confidentiality.
- Accurate record-keeping methods and practices.
- State and School requirements for graduation.
- Advanced data processing and computer student information systems software.
- Operation of a computer and assigned software.
- Modern office practices, procedures and equipment including filing and typing.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable sections of the State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- School organization, operations, policies and objectives.

Ability to:

- Provide clerical support to an assigned counseling office.
- Perform a variety of independent clerical and technical services.
- Register and schedule students.
- Learn laws, rules and regulations related to assigned activities.
- Assemble, organize and prepare data for records and reports.
- Complete work with many interruptions.
- Evaluate, maintain and record course work and credits, grades, test scores and other student data.

- Monitor and update student records.
- Communicate with students, parents, administrators, teachers and staff to assure student records are current and accurate.
- Assist in general clerical functions of a school office.
- Organize, compile and evaluate data pertaining to student course work, grades and enrollment.
- Learn School curriculum and detailed course descriptions.
- Learn accreditation of schools and verification procedures.
- Interpret and analyze national and international transcripts.
- Utilize effective problem-solving and issue resolution skills.
- Plan and organize work.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.
- Maintain records and prepare reports.
- Type or input data at an acceptable rate of speed.
- Add, subtract, multiply and divide quickly and accurately.
- Work independently with little direction.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.

Educational/License Requirements:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience, including at least two years involving student contact in a secondary school setting and maintaining automated and manual records.

Working Conditions:

Environment:

- Office environment
- Constant interruptions

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to retrieve and file materials.
- Bending at the waist, kneeling or crouching to retrieve and file materials.

Working Relationships:

- Ability to maintain confidential and positive working relationships with students, parents, administrators, teachers and staff