**Job Title:** Registrar/Attendance Clerk **Exemption Status:** Nonexempt

**Reports to:** Principal **Date Revised:**

**Dept./School:** Assigned Campus

# Primary Purpose:

Responsible for maintaining student academic records at the campus level under minimal supervision. Process student enrollment, transfers, and withdrawals for the campus. Also personal data entry including daily attendance reports. Maintain accurate attendance records for the campus and perform data entry including attendance and grades.

# Qualifications:

Education:

High school diploma or GED

Special Knowledge/Skills:

Ability to maintain accurate and auditable records

Ability to use software to develop or maintain spreadsheets and databases and do word processing

Proficient keyboarding and file maintenance skills

Basic math skills

Strong organizational, communication, and interpersonal skills

Ability to meet established deadlines

Experience:

2 years of clerical and data entry experience

# Major Responsibilities and Duties:

## Records, Reports, and Correspondence

1. Assist counselors with the enrollment, withdrawals, and transfer of students.
2. Assist campus administration and counselors with the preparation of reports and student data information.
3. Compile, maintain, and file all reports, records, and other documents as required.
4. Daily phone calls to parents/guardians.
5. Be able to handle situations under pressure.
6. Collect and enter attendance and data into the established database and verify accuracy according to prescribed procedures.
7. Maintain student records and process requests for student information. Process new student records, including requesting records from other schools.
8. Assist parents, students, and faculty with questions regarding student attendance.
9. Contact parents/guardians to verify student absences as needed and report attendance problems to the designated administrator.
10. Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.
11. Must be able to do weekly/monthly reports and turn them in on time.
12. Use EIS and Skyward programs and be able to compare the two data of information.

## Other

1. Maintain **CONFIDENTIALITY** of information.

# Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of a mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by Date

Received by Date