



JOB DESCRIPTION
Registrar/Data Processor of The JLA

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The Registrar/Data Processor of The JLA under the direct supervision of the principal, organizes and manages the registrar services for the program and coordinates clerical duties to assure an efficiently operated office area.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three years clerical experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Demonstrates competency in clerical/secretarial tasks
- Ability to maintain accurate and auditable records
- Ability to use personal computer and software to develop or maintain spreadsheets and databases, and do word processing
- Proficient typing, keyboarding, and file maintenance skills
- Basic math skills
- Strong organizational, communication, and interpersonal skills

DUTIES AND RESPONSIBILITIES:

1. Prepares, dispatches, and files accurate correspondence and related papers pertaining to registrar services.
2. Receives all visitors to the campus.
3. Collects, organizes, and transcribes educational and demographic information on new students.
4. Processes all new students and withdrawals.
5. Maintains log of all enrollment and withdrawals.
6. Maintains audit trail and at-risk reports.
7. Maintains and ensures accuracy and correctness of information transcribed on student permanent records.
8. Receives, distributes and records all college entrance examination scores.
9. Prepares all student transcripts.
10. Consolidates, transmits and receives record on new and departing students.
11. Maintains weekly attendance count. Advises district of office of enrollment count each Wednesday
12. Maintains, types and reproduces the faculty and student handbooks.
13. Coordinates graduations.
14. Maintains PEIMS records and reports.
15. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to read, concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, coordinate, compile, compute, and maintain emotional control..

PHYSICAL DEMANDS: Ability to lift and carry moderate weight (15-44 pounds); work with frequent interruptions, balance, stoop, kneel, push, pull, reach, perform repetitive hand motions, may work irregular hours.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Personal computer

Paraprofessional Pay Grade: 4

Days: 187

Wage/Hour Status: Nonexempt

Updated: December 8, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.