

Farmersville Unified School District

JOB TITLE: REGISTRAR/ATTENDANCE CLERK

JOB DESCRIPTION

DEFINITION:

Under the general supervision of the High School Principal, acts as a Registrar and Attendance Clerk to perform a variety of functions related to collecting and reporting of attendance and the maintenance of student records.

ESSENTIAL DUTIES:

- Maintains student records, sends, receives and updates student transcripts/cum records.
- Assists counselors and staff in the electronic enrollment of students/grade posting/scheduling.
- Work confidentially.
- Serves as a receptionist and provides information to the public regarding school matters.
- Assists in preparation of test score records.
- Maintains accurate attendance, enrollment, cum records.
- Coordinates and compiles appropriate information for administration and staff.
- Prepares attendance reports daily/monthly/yearly and submits to appropriate office(s).
- Makes appropriate contacts to homes for absence follow-up.
- Prepares necessary data, forms, work sheets and other materials.
- Independently answers routine correspondence.
- May provide training/instruction in the use of office machines and equipment.
- Assists in other office work stations as necessary.
- Performs clerical duties such as duplicating, typing, and filing.
- Performs other related duties as assigned.
- Establish and maintain cooperative working relationships with others.

QUALIFICATIONS:

Education:

- High School diploma, GED, California High School Proficiency Examination or a higher degree.

Experience:

- Two years of clerical experience.

Knowledge of:

- Common office machines and skill in their operation.
- Modern office methods and practices.
- Correct English usage, spelling, grammar, and punctuation.
- General understanding of computer systems.
- SASI computer program experience.

Ability to:

- Follow oral and written directions.
- Work cooperatively with others.
- Communicate effectively in English and Spanish.
- Relate effectively with students.

Desirable:

- Experience in a school system.

LICENSES, CERTIFICATIONS, AND/OR TRAINING:

- Valid California Drivers License
- Criminal Justice fingerprint clearance

Physical:

Ability to stand and walk for long periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis, lift and carry 40 lbs., ability to reach in all directions; adequate sight or corrected vision to read printed directions or instructions; hear and speak to communicate with co-workers, students and the public; have dexterity of the hands and fingers to operate office equipment; ability to work in rush conditions.

Board Approved: May 12, 1998
CSEA Approved: May 14, 1998