



MASCONOMET REGIONAL SCHOOL DISTRICT

WORK PERFORMANCE STANDARDS

POSITION TITLE: Registrar / Administrative Assistant
REPORTS TO: Director of School Counseling
WORK HOURS: 8:00 am – 4:00 pm; 12 month position

MINIMUM QUALIFICATIONS:

- Associate degree or equivalent work experience
- Excellent customer service skills

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Must possess excellent interpersonal, communication, organization and time management skills
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with high attention to detail
- Demonstrated computer skills (Microsoft Office Suite, Student Information System/PowerSchool, Naviance)
- Must be willing to participate in ongoing in-service training as requested
- Maintains a high level of ethical behavior and confidentiality of information as required by law
- Maintains composure in stressful situations
- Ability to follow instructions

DESCRIPTION OF DUTIES:

- Interfaces with students, parents/guardians, staff, college admissions officers and the public with discretion, courtesy, and tactfulness
- Provides administrative support to the Director of School Counseling and the counselors
- Maintains enrollment and withdrawal data for new, existing and departing students
- Sets up registration appointments for new students. Registers all incoming students and enters their data into the SIS/PowerSchool database.
- Maintains student transcripts. Updates at the end of every school year with final grades and grade changes. Updates as needed with summer school grades.

- Processes student withdrawals. Processes related paperwork, obtains various signatures, and then sends all required paperwork to the student's new school.
- Oversees the Transcript process for seniors. Uploads transcripts to Naviance. Mails transcripts to colleges and outside scholarship organizations.
- Releases transcripts for school athletes to NCAA clearing house and maintains initial eligibility status and requirements
- Prepares and/or receives record requests for student transfers and provides graduation verification for former students
- Prepares records, reports and correspondence for student scholarship awards
- Collects information for the "Future Plans" report at the end of the year
- Helps collect and generate data for state reports
- Provides work permits to students upon request
- Assists with scheduling and planning for college visits to the school
- Assists with planning and scheduling for standardized testing at the school
- Maintains "Outside Scholarship" List on Naviance
- Assists with process for College Book Bowl Awards
- Responsible for performing other job related duties as assigned by the Director of School Counseling