



Gila County Regional School District No. 49

439 South Fourth Street/P.O. Box 2750
Globe, Arizona 85502
Phone (928) 425-7800 ~ Fax (928) 425-7803

POSITION POSTING

REGISTRAR/ATTENDANCE TECHNICIAN

Posting Date: September 15, 2011
Closing Date: Open Until Filled
Classification: Classified: Office Staff
Salary Range: \$10.00 - \$15.00 per hour, DOE
Reports To: Superintendent

Summary

Organize and monitor registration and attendance process. Create and maintain student records in student information system database. Ensure secure permanent record storage. Prepare and distribute reports on grades, attendance and other as needed.

Minimum Requirements

Experience in student registration or attendance procedures, general office or record keeping procedures required. Evidence of basic math, accounting or bookkeeping skills and/or use. Typing and computer skills. Experience in Windows, database management, word processing and spreadsheet applications; experience in Schoolmaster or other student information systems preferred. Verbal and written communication skills. High School Diploma or GED; college coursework or degree preferred. Any equivalent combination of training, education or experience that meets the minimum requirements. DPS fingerprint clearance card required. Valid driver's license required.

Essential Functions *(The list of Essential Functions is not exhaustive and may be supplemented.)*

- **General Office Activities:** Greets incoming visitors and parents; Screens incoming visitors wanting to see information on students; Receives telephone calls, routes to appropriate personnel and takes messages; Informs cafeteria personnel of student lunch count. Serve as a resource to school staff, students and parents regarding school and district procedures and policies.
- **Student Pre-Registration:** Prepares registration materials and updates as needed; Assists new students and parents with registration process; schedules for intake interviews, screening and assessments; Verifies immunization records, birth certificates, income status, needed permissions, custody/guardianship documents and other legal considerations; Prepares transcript requests for incoming students; Maintains a log of all transcripts received.
- **Student Enrollment:** Enters student enrollment information into SIS for new students, and updates information as needed; Evaluates transcripts in collaboration with Principal and Counselor to verify classes taken and classes outstanding and determine class status and class schedule based on credit earnings. Posts transcript data on students' permanent record cards and in SIS; Maintains incoming

student's cumulative records/files from previous school; Creates and maintains confidential records of school enrollment; Maintains student cumulative files to include test scores, health information and Special Education services received; Maintains absence, registration, transcript and other files and records of students; Processes quarterly student progress reports for faculty and sends reports to parents after review by Principal, Counselor and Teachers.

- **Student Withdrawal:** Responds to transcript requests from schools, colleges and other authorized agencies; Maintains a log of all transcripts requested; Prepares student withdrawal forms and cumulative folder to complete transfer process.
- **Student Absences:** Makes, receives and responds to calls from parents regarding student absences and records on call log; Enters absences and discipline referrals on the student database; Issues 'admit to class' notes for students who have excused absences or tardiness; Reviews and updates attendance lists and checks absences. Verifies student absences of classroom teachers; Maintains sign-in/sign-out log for student absences; Tracks and informs Principal of students with high absence rates or perfect attendance; Determines students who should be withdrawn for ten or more consecutive days of unexcused absences; Audits enrollment and absence data.
- **Student Attendance:** Develops and provides written attendance reporting procedures to school personnel with input from Superintendent and Business Manager; reviews and revises procedures as needed; Directs and coordinates the collection and input of attendance data at school sites; Composes correspondence related to registration and attendance procedures. Conducts workshops for staff/personnel regarding enrollment and attendance issues and their relationship to funding.
- **Student Information System (SIS = Schoolmaster):** Prepares and maintains SIS system for input of school calendar, student enrollment information, absence reporting, discipline referrals, available classes and course descriptions, teacher classes, student class assignments, and preparation of student progress reports and transcripts; Consults with Schoolmaster technical staff, Arizona Department of Education (ADE) staff and others as needed to for support in accuracy in system set-up and maintenance to generate needed information and reports; Participates in Schoolmaster and associated student reporting training as needed; Inputs all changes in student activities in SIS such as: withdrawals, class schedules, new enrollees and changes of information; Coordinate the maintenance, storage and destruction of student registration, attendance and grade records; Compiles enrollment and other reports as needed and requested, i.e., enrollment of students per teacher, department, subject and period, the number of student withdrawals, re-entries, new students and a count of boys and girls in each grade including special programs, and participation/eligibility for special programs in accordance with federal guidelines.
- **Compliance With State Reporting:** Ensures SIS entries and withdrawals are accurate for ADE reports; Uploads to ADE Student Accountability Information System (SAIS) as required and needed; Researches and corrects errors or failures of SAIS; Prepares and distributes reports as required; Analyzes and verifies student membership and attendance data and information to assure accuracy and compliance with state and federal regulations and district policy; Analyzes and verifies student membership and attendance data submitted to ADE transfers properly and matches with reports/information generated by the district's SIS; Prepares and submits 40th and 100th day Average Daily Membership (ADM) reports for funding; Develops and prepares reports from ADE and SIS and other database information for use by other school and district personnel.
- **Graduating Students:** Prepares a list of graduating seniors and prepares transcripts for review by Principal, Counselor and Teachers; Facilitates arrangements for graduation, to include ordering caps and gowns, securing location for graduation ceremony, developing seating plan, preparing programs and ordering diplomas.
- **Other duties as assigned.**

MARGINAL FUNCTIONS

Administers medication to students or provides aid in treating minor bruises or cuts according to physician's instructions and with parental approval. Transports students. Types correspondence for Principal, Counselor and Assistant Principal. May order instructional and office supplies as approved by supervisor. If qualified, may assist with language translations. May prepare documents for suspension.

MENTAL TASKS

Communicates. Comprehends. Composes and evaluates written material. Reads. Performs functions from written and oral instructions.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Operates standard office/instructional equipment such as computers, copiers, telephones, facsimiles, calculators, printers and projectors.

WORKING CONDITIONS

Indoors. Office environment. Contact with employees, parents and the public.

CONTROL, SUPERVISION

Control: Monitors the activities of the student records, registration and attendance areas.
Supervision: None.