

# Secretary, High School Guidance Registrar, S3/12

## JOB DESCRIPTION

### POSITION TITLE MINIMUM

Columbia High School Registrar  
-High School Diploma

### QUALIFICATIONS

-Working Knowledge of MS Word, Excel, SASI, and Power

### REPORTS TO JOB GOAL(S)

School Systems

Director of Guidance

To welcome new students entering Columbia High School

To schedule students for placement tests

To make appointments for new students to meet with their guidance counselor(s)

To format all mailings from the Guidance Department to students and parents

To process the transfer documents for students attending Montrose Alternative School

To process and maintain records of all new registrants and student withdrawals

### JOB RESPONSIBILITY AND AUTHORITY

Schedule placement test & counselor appointment for initial meetings. Provide new student packets to CHS registrants. Request for student records from previous school district(s). Provide transcript information to students withdrawing from CHS and going elsewhere.

### PRIMARY RESPONSIBILITIES

- 1.Process new student information and files
- 2.Schedule placement test for new students
- 3.Schedule appointments for new students to meet with counselor.
- 4.Request student records from sending district(s).

Distribute notification of new student to appropriate teachers.

- 5.Process Montrose Alternative School transfer documents.
- 6.Process withdrawal forms and forward school records. Distribute withdrawal forms to counselors.
- 7.Organize and maintain student permanent record files.
- 8.Schedule student "shadowing" opportunities
- 9.Develop and Format all mail merges for mailings from the Guidance Department to students and families.
- 10.Assign counselors to new students
- 11.Delete withdrawn students from SASI and SIMS
- 12.Answer telephones and assist students, teacher, parents and guidance counselors.
- 13.Collaborate with other Guidance Department support staff on departmental projects and mailings.

### **WORKING RELATIONSHIPS**

#### **OF THE POSITION**

Contact with parents, students, staff and out of district schools. Close collaboration with the Director of Guidance, the SOMSD Registrar and other central office personnel. Occasional interaction with law enforcement and local business owners, and other employment verification agencies.

#### **TERMS OF EMPLOYMENT**

Months – 12 month

Salary \$ - as determined negotiation agreement with SOMEA.

