

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09 Effective Date	SCHOOL OFFICE SPECIALIST 2 (HIGH SCHOOL REGISTRAR) Job Title	2.1.13 Index
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PURPOSE

To improve student achievement by providing a variety of highly responsible and comprehensive clerical duties involving such activities as research, development and documentation of high school academic records.

CLASS CHARACTERISTICS

This is the advanced journey level class. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform difficult and responsible types of duties assigned to classes within this series including performing duties that require a higher level of technical knowledge. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned administrator. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

ESSENTIAL FUNCTIONS OF THE JOB – May include, but are not limited to, the following:

Managing student records and transcripts consistent with state, federal and District guidelines and school accreditation standards.

Compiling, analyzing, and evaluating data and preparing transcripts and reports based on such data.

Interpreting credit status of transferred coursework from other institutions.

Registering and withdrawing students from classes and/or school enrollment and assisting in determining appropriate placement.

Tracking demographics information related to student enrollment and dropouts.

Maintaining accurate and updated immunization records.

Serving as resource person for administration, district employees, parents and students regarding curriculum requirements, student records and transcripts.

Salem-Keizer Public Schools
School Office Specialist 2 – High School (continued)

Certifying and issuing official transcripts as requested.

Assisting building administration in special projects and programs; researching and developing preliminary analysis and recommendations.

Establishing routines and procedures within prescribed limits and developing recommendations changes as necessary.

Researching, compiling, monitoring and maintaining a variety of statistical records, confidential records and reports related to student records.

Interpreting and applying rules, policies, procedures, rules and regulations affecting assigned area of responsibility.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Work organization and research techniques sufficient to collect, analyze and interpret data

Principles of effective office practices, including organization, record-keeping systems, and work completion

Problem solving and analysis of data

High school course curriculum and NCES coding

Rules, polices and laws regarding student registration

SASI/ClassXP/IGPro computer programs

New Oregon Diploma Requirements

Technology and software applications needed to perform duties of this position

Statistical and analytical methods and techniques

Applicable rules, policies, procedures, and regulations affecting assigned area of responsibility

Ability to:

Understand, interpret and apply high school course curriculum and credit criteria

Salem-Keizer Public Schools
School Office Specialist 2 – High School (continued)

Research, analyze, and perform mathematical computations

Evaluate and establish work priorities. Demonstrate good organizational skills

Work effectively with a service-oriented attitude in a busy, high volume school office setting characterized by frequent interruptions

Multi-task with the ability to adapt quickly to changing situations

Enter and retrieve data using a computer and word processor and/or spreadsheet software programs; developing records maintenance systems; maintaining records and generating reports using SASI/ClassXP/IGPro computer programs

Establish and maintain effective working relationships with those contacted in the course of work including counselors and students

Demonstrate individual initiative and responsibility

Exercise diplomacy and tact and maintain a high level of professionalism. Promote public relations.

Maintain confidentiality in all matters relating to staff, students and families

Communicate clearly and concisely, both orally and in writing

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible secretarial/clerical experience in a sophisticated office setting, preferably in a public school setting.

Training:

Equivalent to completion of the twelfth grade supplemented with advanced business training/coursework.

Work Environment:

Climate controlled school office setting with exposure to moderate to high noise intensity levels.

High level of contact with district personnel and moderate contact with outside agencies/community.

Salem-Keizer Public Schools
School Office Specialist 2 – High School (continued)

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical school setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: School Office Specialist 2 – High School

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____