

## **VERITAS SCHOOL**

### **POSITION DESCRIPTION: Registrar & Administrative Assistant**

Reports to: Business Manager

Hours: 25 hours per week during the school year; some summer hours and on-call as necessary

#### **Part I - Registrar**

##### *Essential Duties & Responsibilities*

Perform activities related to maintaining and updating student records, including, but not limited to:

1. Enroll and register new and existing students
2. Produce grade reports and progress reports at mid-quarter, quarter and semester
3. Coordinate with office staff in the maintenance of student records
4. Provide academic records for student athletes
5. Using PowerSchool, administer closing the academic year including transfers out of school
6. Populate PowerSchool calendar for coming terms & year (district, secondary, & elementary levels)
7. Administer scheduling in PowerSchool for coming school year
8. Stay informed about (and communicate regarding) PowerSchool issues and outages
9. Administer parent/student access to PowerSchool
10. Respond and provide students transcript requests in a timely manner (generally within one week of request) in both electronic and hard-copy environments
11. Administer parent/teacher conference schedule and sign-ups via PTCFast software
12. Create and distribute student back-to-school forms

#### **Part II – Administrative Assistant & IT Coordinator**

##### *Essential Duties & Responsibilities:*

Perform activities related to maintaining and updating student records, including, but not limited to:

1. Assist Business Manager with HR/Business needs
  - a. On-site IT administration
    - i. Be the on-site staff contact for IT issues and contact Madrone Technology Group with issues
    - ii. Train/support staff to use PowerSchool, Google mail, and access to Google calendar
    - iii. Maintain email group lists and group calendar
    - iv. Work with bookkeeper to maintain and update development databases; setting up queries and providing mailing lists and reports as needed
    - v. Act as point-of-contact for school technology purchases
    - vi. Maintain school website– update plugins, light editing
  - b. Employee file management

- c. New hires (applications, employee paperwork, etc.)
  - d. Timesheets
  - e. Records management (board, historical, permanent)
  - f. First aid certifications (employees and volunteers)
  - g. Maintain building key log
  - h. Monthly printer count tracking
2. Weekly Nota Bene email
  3. Emergency Procedures (Critical Info packet, Evacuation Maps/Procedures, etc.)

*Required Experience:*

- 4 years of office experience
- Proficiency with Microsoft Office products (Word, Excel, etc.) and Adobe Acrobat
- Correct English usage to produce effective written and spoken communication
- Demonstrated ability to communicate clearly and proactively to meet deadlines (keep track of calendar, i.e. for grade reports)
- Experience working independently in an environment with changing situations and priorities
- Accurate data entry skills

*Preferred Experience:*

- Familiarity with web-based school records and record transfer technology (e.g., PowerSchool, CommonApp)
- Experience with Constant Contact or similar contact management/marketing programs
- Experience with student records