

Pittsfield School District

**Job Description – Administrative Assistant, Registrar**

**Title:** Administrative Assistant, Registrar

**Purpose:** Performs specialized and responsible administrative, clerical, and technical duties related to the registration of students, maintenance of student records and files, and associated work in the College and Career Readiness Office. Performs all other related work as required.

**Minimum Qualifications:**

1. Education, Training, and Experience: High school education plus at least five years of secretarial, office experience, preferably in a school setting; Associate’s Degree is desirable; or any equivalent combination of education, and experience. Demonstrated interest working with children and youth in a school environment.
2. Knowledge, Ability, and Skill:
  - A. Knowledge: Thorough knowledge of office procedures, practices, and terminology. Knowledge of policies and procedures of the school and district. Working knowledge of laws and policies relevant to the school’s work. Familiarity with accounting principles and procedures. Knowledge of the operation of computer software applications.
  - B. Ability: Ability to recognize and resolve problems with minimal administrative intervention. Ability to interpret and implement instructions provided in oral and written form. Ability to prioritize and complete multiple tasks at one time. Accuracy and attention to detail. Analytical ability. Ability to deal effectively and tactfully with staff, students, parents, external institutions, and the public. Ability to multi-task. Must be able to operate a personal computer and display intermediate to advanced skill when using software programs for word processing, database, spreadsheet, and other software as required by the position. Willingness and ability to learn new technologies, software, and/or applications.
  - C. Skill: Excellent administrative and secretarial skills. Expertise and skill in utilizing personal computers, popular word processing, Microsoft Office applications, PowerSchool, database, and spreadsheet applications. Excellent customer service and interpersonal skills. Strong organizational skills. Skill in all of the above listed tools and equipment.

3. Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to work at a desk, regularly convey information to school employees and the public, regularly move about inside the office to access file cabinets and office machinery, and traverse stairs. The employee must occasionally lift and/or move objects weighing up to 30 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Vision and hearing at or correctable to normal ranges.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Manages all college application materials and statistics; maintains folders for all seniors, sends seniors' college application materials to admissions offices in a timely manner; sends final transcripts to schools where graduates will attend in a timely manner.
2. Provides college and career planning for students and families; assisting in college applications, financial aid, scholarships, job search, military recruitment, and trade program applications.
3. Coordinates registration of new students at PMHS. Manages and approves incoming paperwork, enters data into the PowerSchool system, obtains records from previous school, transfers credits, coordinates and administers registration meeting with the student and parent, and provides paperwork to the appropriate staff.
4. Responsible for maintaining student enrollments and withdrawals.
5. Coordinates the local scholarship program including contacting past contributors to confirm participation, updates and distributes scholarship information for seniors; updates, distributes, and collects applications; provides student information as needed.
6. Ensures the professional, efficient, and courteous operation of the office. Confirms and schedules appointments. Provides assistance to students, faculty/staff, and parents by answering questions in person, electronic mail, or by telephone; provides information relative to school system policies and procedures; refers individuals to appropriate source as required. Responds tactfully to citizen's requests and/or complaints.
7. Oversees community service hours by entering approved hours and maintaining student community service files.
8. Designs and updates the School Profile and Program of Studies.
9. Maintains the webpage for the department.
10. Generates student credit audits to assess graduation progress. Stores and manually enters final grades into the PowerSchool system. Prints quarterly progress reports and yearly grade reports and forwards to homes.
11. Coordinates functions, events, application process, and transportation for the Concord Regional Technical Center.
12. Performs secretarial, administrative functions to support school administrations, including answering telephones, photocopying, typing, filing, scheduling appointments, etc.
13. Completes all state reporting required for I4see (BOY, class submission, course submission, free/reduced lunch, NECAP, and EOY).
14. Performs similar or related work as required, directed or as situation dictates.

**Supervision:**

1. Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of school and district operations and the exercise of judgment and initiative to perform duties and complete assigned tasks.
2. Supervision Received: Works under the administrative direction of the Director of College and Career Readiness. Employee generally establishes own work plan and completes work in accordance with established school and district policies and standards; only unusual cases are referred to supervisor.
3. Supervision Given: None.

**Work Environment:**

1. Work is performed in an office environment. Work is performed in a sometimes-noisy work environment.
2. Operate computer, printer, scanner, telephone, copier, facsimile machine, and all other standard office equipment.
3. Make frequent contact with faculty, students, parents, alumni, New Hampshire Department of Education, college representatives, and scholarship providers. Contact requires a high degree of tact and confidentiality. Contact is in person, by telephone, fax, mail, or by email.
4. Employee has access to highly sensitive and confidential information pertaining to students.
5. Errors could result in delay or loss of service, and possible legal ramifications.

**Terms of Employment:** As established by the Pittsfield School Board.

**Performance Evaluation:** Probationary period and annual performance evaluation as established by the Pittsfield School Board.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: November 7, 2019