

**WINOOSKI SCHOOL DISTRICT**  
**Job Description: Registrar**

***Date Approved/Updated:*** February 28, 2014

***Location:*** Winooski Middle/High School

***Job Group:*** Support Staff, Union

***Reports To:*** Middle/High School Principal

***Summary of Position Responsibilities:*** Supportive role to the Principals and the smooth and efficient operation of the school office. Provide support to Middle High School Guidance Counselors and other staff associated with the Guidance function.

***Essential Duties and Responsibilities:***

1. Maintains a daily record of absence, tardiness and early dismissals. Issues admittance and dismissal slips.
2. Maintains a computerized database system that generates the official school register and related documents.
3. Records the final grades, credits, and attendance on students permanent records.
4. Functions as the school registrar.
5. Makes follow up telephone calls regarding student attendance on a daily basis.
6. Maintains an up to date filing system that supports administrative needs completed in a timely manner.
7. Stays informed regarding office and school matters so as to respond to parent, student, employee and citizen questions.
8. Assists in general office procedures: telephone, reception, mail, filing and data management.
9. Prepares the Program of Studies catalog annually.
10. Maintains an attractive and functional office setting.
11. Handles the distribution of mail.
12. Serves as a backup to principal's administrative assistant.
13. Any other duties as assigned by the Middle/High School Principal.

***Supervisory Responsibilities include:*** N/A

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*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

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**Qualification Requirements:**

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Computer proficient, technologically literate with related business skills.

Certificates, Licenses, Registrations:

Language Skills:

Mathematical Skills:

Reasoning Ability:

Other Skills and Abilities:

**Physical Demands:**

*The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

- F Standing     F Walking     F Sitting     O Lifting     O Carrying     Pushing  
 Pulling     Climbing     Balancing     Stooping     Kneeling     Crawling  
 Crouching     Reaching     Handling     Fingering     Feeling     Talking  
 C Hearing     O Far Vision     O Near Vision     Color Vision     Depth Perception     O Repetitive Motion  
 Eye/Hand/Foot Coordination

**Physical Effort:** Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i> <b>XX</b>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

- N Exposure to weather     N Extreme heat     N Extreme cold     O Noise     N Dust, vapors, fumes  
 F Time constraints     C Public contact     F Deadlines     O Travel     C Inside work

**Terms of Employment:** Full-year employee as defined by Support Staff Negotiated Agreement.

**Compensation:** As per negotiated agreement with Support Staff.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

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