

### Counselor Technician/Registrar - Middle School

#### Purpose Statement

The job of Counselor Technician/Registrar - Middle School is done for the purpose of providing support to the educational process with specific responsibilities for complex, specialized, and confidential duties to prepare and maintain complete, accurate student record; assuring accurate student grade data; enrolling, transferring and dropping students according to established state and district guidelines; assisting counselors with master scheduling; performing clerical duties; and providing counseling and administrative support.

This job reports to Assigned Supervisor

#### Essential Functions

- Approves and maintains annual update, parental portal requests, parent and student accounts, access and use for the purpose of ensuring current and accurate information.
- Arranges counseling and conference appointments for the purpose of providing cross-coverage of front office and high level of customer service, and ensuring appropriate information and correct scheduling times.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles and distributes information and documentation for the purpose of providing general information and/or routing inquiries in accordance with established guidelines and procedures.
- Creates complex queries in student information system to produce a wide variety of ad-hoc reports for the purpose of conveying information.
- Orders office supplies and other materials as needed for the purpose of ensuring items' availability and in accordance to established guidelines and procedures.
- Prepares documents for student transfer for the purpose of providing accurate records to new school.
- Prepares, organizes and maintains permanent student cumulative records via corresponding with parents to collect, input and file required immunization documentation for the purpose of ensuring accuracy with records and providing information as needed.
- Processes and issues student Work and/or Entertainment Industry Permits for the purpose of complying with District and State regulations.
- Provides clerical support to counselors, administrators, staff as needed for the purpose of compiling, analyzing, and processing reports as requested by district administration and site staff.
- Receives and responds to staff, students, and parent inquiries regarding student records, curriculum, schedules, grades, district requirements and other issues for the purpose of providing information and/or direction as may be required.
- Schedules and meets with families to enroll and process registration for new, returning, intra and inter-district transfer students according to district guidelines for the purpose of making necessary arrangements for parents during enrollment times.

- Un-enrolls students, forwards student records to new site and updates information in student information system for the purpose of ensuring accurate records and adhering to district guidelines and regulations.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; administering first aid; and preparing and maintaining statistical record-keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; communicating with diverse groups; English usage, grammar, spelling, punctuation, and vocabulary; district curriculum, grades, report cards, progress reports, and tests; record-keeping methods and practices; State and District policies and regulations related to dropping, enrolling and transferring students; and State Education Code and other applicable laws.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with detailed information/data; demonstrating initiative with limited supervision; and reading, interpreting, applying and explaining rules, regulations, policies and procedures.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Three years of clerical experience, preferably working with student records; college level coursework preferred.

**Education (Minimum):** High school diploma or equivalent.

**Required Testing**

None Required

**Certificates and Licenses**

CPR/First Aid Certificate

**Continuing Educ. / Training**

Maintain Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range 18

**Revised Date**