

**Corning Union High School District  
Job Description**

**JOB TITLE: Administrative Assistant-Registrar**

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**Salary Range:** \_\_\_\_\_ **Dept./Family:** Student Support Services

**Immediate Supervisor:** Administrator of District Support Services **Approved By:** Board of Trustees

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**DEFINITION:**

Under the direction of a Administrator of District Support Services provides a variety of clerical duties to coordinate all student records in conjunction with CUHS Counseling Department and Support Services and answer telephones, greets and assist students and the public.

**ESSENTIAL FUNCTIONS:**

- Operation of standard office equipment, including computers
- Understand and follow oral and written directions.
- Type and/or use word processors accurately at an acceptable rate of speed.
- Maintain records in the District Student Information System.
- Respond to written request from appropriate agencies and person regarding student information and records.
- Maintain physical storage of student cumulative records.
- Provide a variety of responsible clerical duties to support the School Counselor and student support personnel. To answer, screen and route telephone calls to appropriate individuals; answer questions as needed.
- Maintain a variety of complex records, reports, and detailed files related to student information.
- Facilitate the multi-step process of student enrollment and exit.
- Maintain current student and parent information in the District Student Information System.

- **ENVIRONMENT:**

Office environment: subject to constant interruptions.

- **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, walking to various sites at the assigned school, kneeling and bending, reaching horizontally and overhead to retrieve and maintain files and to store supplies and records, lifting and carrying objects weighing up to 30 pounds; seeing, hearing and speaking to exchange information in person and on the phone.

**REPRESENTATIVE DUTIES:**

- Set-up and implement the multi-step process for report cards.
- Maintain accurate student transcripts. Including posting grades and credits, semester grades, transfer grades, summer school grades, high school subjects leave and grade bumps.
- Mail final official transcripts of graduating seniors to post-secondary institutions upon request.
- Assist Administration in functions related to scheduling and the Master Schedule.
- Communicate with other district entities including attendance, cafeteria, counselors, library, athletic department, student store of student enrollment and drops.
- Communicate with school personnel, parents, students, and community members to exchange information and to resolve concerns or issues.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- School guidelines, policies, procedure, and curriculum.
- Modern office practices, procedure and equipment.
- Record-keeping techniques.
- Proper use of English: grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Use the computerized student information management system effectively.
- Work confidentially with discretion as well as independently with good judgment.
- Establish and maintain cooperative and effective working relationships with others.
- Perform clerical duties such as filing, typing, and maintaining records.
- Complete work with many interruptions.

**QUALIFICATIONS:**

- High School Diploma or equivalent required.
- Any combination of work experience in education related environment equivalent to two years.

**LICENSE REQUIREMENT**

- Possession of a current valid Class C driver's license.