

# Lebanon Community Schools

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## POSITION DESCRIPTION

TITLE: Registrar  
TYPE: Classified  
REPORTS TO: Principal

### POSITION SUMMARY:

The primary purpose of this position is to accurately and efficiently record student progress regarding schedules, grades, transcripts, competencies, etc., and ensure that each permanent record is complete and accurate. Support student learning and uphold matriculation standards by student records, student placement, and master schedule at the high school.

### MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Three years successful secretarial experience.
4. Demonstrated basic skills through a local academic assessment.
5. Demonstrated secretarial skills as evidenced by district skills assessment.

### ESSENTIAL FUNCTIONS:

1. Manages a master schedule, using independent judgment in a manner consistent with administrative direction, district policies and goals of the instructional program.
2. Assists with the master schedule forecasting, curriculum catalog, and adjust students schedules as needed.
3. Assists in new student enrollments and student withdrawals.
4. Prepares and sends transcripts to colleges, employers, and to schools for transfer students.
5. Understands and applies correctly the Oregon Department of Education (ODE) graduation requirements and National Center for Educational Studies (NCES) Codes.
6. Creates and maintains files and database systems information in areas of responsibility.
7. Operates computers, calculators, copy machines, fax machines and other office equipment.
8. Coordinates meetings and meeting preparations in areas of responsibility.
9. Assists parents and community members as needed.
10. Supervises the health and/or detention room as required.
11. Attends training sessions and secretarial meetings as directed.
12. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
13. Works independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
14. Operates a computer and views a computer screen for prolonged periods of time.
15. Frequent and prolonged talking/hearing conversations.

LEBANON COMMUNITY SCHOOLS  
Position Description  
Registrar (cont'd)

**OTHER REQUIREMENTS:**

1. Possible exposure to bodily fluids due to student or employee illness or injury.
2. Function where there is pressure, frequent interruptions, and a stressful atmosphere.
3. Work is almost exclusively indoors.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

**WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 220 paid days, subject to change.  
Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Date

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Employee Signature

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Date

**PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS**

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day)      O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day)      C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)				X	
Turn/pivot		X			
Climbing (stairs)	X				
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension			X		
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping				X	
Repetitive use hands squeezing		X			
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: _____ 20 lbs. _____		X			
*Lifting/Carrying Maximum weight: _____ 40 lbs. _____		X			

\* Identify items typically moved: Carts on wheels, chairs, tables, boxes of supplies, records binders, file drawers, boxes of mail