

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

REGISTRAR/COUNSELING ASSISTANT

DEFINITION:

Under the direction of the School Counselor, assist with providing triage for in-crisis youth and contacting mental health providers for families; register and schedule students according to established procedures and policies; maintain confidential records and prepare reports; greet stakeholders and determine urgency of visit; prepare, maintain, modify and evaluate manual and automated scholastic records; obtain and respond to requests for student records and information; perform a variety of independent clerical and technical services tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with coordinating mental health services within school site; triage student and family in crises situations to determine degree of priority to be seen by counselor.
- Provide administrative support to the counseling office; respond to inquiries and assist staff, students and the public; schedule counseling appointments; answer telephone calls and provide information and assistance to callers, visitors, staff and students.
- Create, prepare and organize guidance materials; prepare course sequence flow charts; forecast, allocate and prepare the annual budget.
- Prepare and maintain student schedules; respond to and process schedule change and class requests; print schedules and class lists; notify teachers and counselors of new students; support schedule changes and requests in conjunction with changes to the master schedule; ensure related paperwork is received and completed in a timely manner.
- Assist school staff, counselors and teachers regarding master schedule issues; provide and receive information related to master schedules, schedule changes, conflicts and other issues as required.
- Register and enroll new students according to established policies and procedures; verify and ensure accuracy of registration information; input registration data into computer; distribute registration records; request and process foreign, domestic and outside school transcripts; respond to transcript requests.
- Establish and maintain student cumulative records, updating with grades and other student information; transfer cumulative records to other schools for exiting students; establish and maintain related filing systems.
- Prepare and maintain a variety of records and reports related to students, class schedules, staff and instructional programs; prepare a variety of forms, applications and packets; compile and duplicate related materials as needed.
- Operate a variety of school office equipment including a calculator, computer and assigned software.
- Prepare, maintain, modify and evaluate manual and automated scholastic records; establish and maintain permanent student records and related filing systems; maintain confidentiality of sensitive and privileged information.
- Input data regarding current and new students including grades, credits, test scores, attendance and other student information into an assigned computer system; maintain automated student records; create a variety of computerized lists and reports related to student information.
- Compile data related to current and new students including grades, credits, test scores and other student information; contact other schools to request transcripts and student information; update student information in response to grade and schedule changes; calculate GPA's.
- Respond to inquiries from students, parents, staff, schools, alumni and various outside agencies concerning student information; provide official or unofficial transcripts and information related to student grades, credits and related data; prepare transcripts for mailing.
- Prepare a variety of letters, forms, applications, packets, memoranda, reports and correspondence related to school activities, student demographics and related information; disseminate materials and information to students, staff, parents and the public.

- Review program and schedule changes and modify student records; distribute information concerning student schedule changes to faculty and other departments.
- Distribute, collect and process report cards and variety of specialized forms and applications; review for completeness and accuracy; duplicate materials.
- Participate in a variety of assigned activities such as withdrawing exiting students, enrolling new students and assisting with testing activities.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Associate's degree in behavioral science and two (2) years of related experience maintaining student records and working with youth in a social service setting.

Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Record management.
- Social casework principles including protective services programs and procedures.
- Applicable in-crisis care for families and children.
- State, district, residency, student enrollment and guardianship laws and guidelines.
- Query tools to generate reports and data from the database.
- Oral and written communication skills.
- Basic mathematical computations.
- Spreadsheets to create mathematical formulas.
- Modern office practices, procedures, and equipment.
- Record-keeping, report preparation and filing techniques.
- Computer operation and assigned software.
- English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

Ability to:

- Assist children and families in a crises situation.
- Communicate effectively, both verbally and in writing
- Develop budgets and provide forecasts.
- Maintain detailed and confidential matters and respond with empathy.
- Perform a variety of independent clerical and technical services.
- Register and schedule students.
- Establish and maintain cooperative and effective working relationships with others.
- Learn laws, rules and regulations related to assigned activities.
- Maintain records and prepare reports.
- Operate a computer and assigned software.
- Assemble, organize and prepare data for records and reports.
- Complete work with many interruptions.
- Plan and prioritize work, achieving deadlines.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands: 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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Repetitive hand/body motions.

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.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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