



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Assistant Registrar

**Prepared Date:** August 14, 2019

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### **JOB GOAL:**

To assist the Registrar in executing all technical procedures required to establish and maintain, in both the building level computer and on permanent records, all data pertaining to scheduling, grading, and the academic progress and matriculation of every student in the school.

### **TERMS OF EMPLOYMENT:**

Ten (10) Month (203 days) contract, Pay 802 Grade 06, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon experience. FLSA: Non-Exempt.

### **QUALIFICATIONS:**

1. Minimum of high school diploma.
2. Typing speed of 55 words per minute with accuracy.
3. Ability to answer the telephone with maturity and confidence.
4. Must have computer skills working with E-School preferred.
5. Demonstrates the conviction that all children can and will learn in the Little Rock School District.
6. Evidence of a strong commitment to quality desegregated education.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Answers and responds to all telephone calls to the registrar's office.
2. Handles all initial contacts from students/parents/staff to the registrar's office.
3. Daily processes all mail sent to or from the registrar's office.
4. Prepares all requested driver's license forms.



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5. Requests transcripts and school records for all new students to the school and distributes data to appropriate persons when received.
6. Responds to all record requests, correspondence, and inquiries pertaining to student academic records.
7. Establishes and maintains storage of Permanent Record Folder (PRF or transcripts) and other academic records at local school.
8. Files all appropriate data in student PRF.
9. Oversees the distribution of the quarterly report cards and maintains file of current report cards for office use.
10. Assists with the distribution of students' schedule cards and changes.
11. Assists with the maintenance and distribution of students' diplomas.
12. Assists with the distribution of any reports from the registrar to the staff such as Add/Drop reports, class rosters, etc.
13. Maintains a working knowledge of the technical procedures required to competently operate the building level computer terminal and assists the registrar with scheduling and maintenance of grade in the computer as needed.
14. Maintains current knowledge of all federal and state laws, and LRSD policies pertaining to school academic records and procedures.
15. Performs other duties as assigned by building principal or LRSD administrative staff.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.