

## **Hobbs Municipal Schools Job Description**

**Position:** Freshman High School Registrar

**Supervisor:** Principal

**General Job Description:** To ensure the smooth and efficient operation of the school by maintaining accurate records of all previous and current students and to assist principals as required.

**Qualifications:**

1. High school graduate or GED.
2. Experience as a secretary or equivalent work.
3. Secretarial skills including basic office procedures, computer function and operation, and the ability to type 50 WPM.
4. Highly motivated, a self-starter, and excellent people skills.
5. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
6. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Follow district policies and administrative rules and regulations.
4. Maintain behavior appropriate to performing and accomplishing assigned duties.
5. Engage in self-development.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Maintain confidentiality.
10. Demonstrate ability to multitask.
11. Act as a receptionist for the school. Greets and directs all visitors or callers to an appropriate individual.
12. Issue visitor pass to any visitor on school grounds.
13. Complete and forward telephone messages.
14. Check students in and out of school during the school day with proper procedures.
15. Accept and distribute mail and other correspondence.
16. Provide assistance to parents and students as necessary. Provide and assist with enrollment forms, withdrawal forms and transfer of student information as necessary.
17. Compile, file and/or input accurate student attendance reports, lunch count, staff attendance and other school records. Research discrepancies and input corrections. Compile and balance 20 day reports.
18. Monitor access to student folders.
19. Complete all filing, typing, word processing, photo copying, and correspondence for the school office on district forms when applicable.
20. Maintain all student files.
21. Assist substitutes with appropriate paperwork and questions.
22. Assist with the student registration process, including, but not limited to setting up student files.
23. Process students who enter and withdraw, along with sending, receiving and maintaining records.
24. Handle transcripts for former and current students.
25. Maintain students of NMPED website.
26. Update student information on computer.
27. Issue and distribute official work permits to students under 15 years of age.
28. Keep record of fire, tornado and crisis drills.
29. Assist VEP (volunteers) with Eagle Pride activities.
30. Assist with and distribute faxes.

31. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.