

**BOISE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**STUDENT RECORDS ASSISTANT**  
**HIGH SCHOOL**

**Purpose of Class**

Perform administrative and clerical duties to manage and maintain student academic records and files at a high school; performs related work as required.

**Primary Function**

The principal function of an employee in this class is to manage the student records system including student schedules, academic records, master schedule, and historical student records. The position is responsible for preparing and submitting pre- and post-graduation transcripts and records requested by colleges and universities, employers, the military, and other agencies and maintaining graduate and alumni records. This class is typically found at a high school that does not have an Assistant Principal responsible for student records. The class differs from the Administrative Assistant – Secondary School classification in that this position requires a higher skill level in managing the student information computer system and generating the master schedule. The class also differs from the Registrar positions at the junior high schools in that the Registrar has additional responsibility for all school accounting and budget functions, as well as supervisory responsibility over other office staff. The position requires strong computer skills, organizational skills, attention to detail, and the ability to think and reason in a logical sequence. The work is performed under the supervision of a school Principal or Assistant Principal. The principal duties of this class are performed in a general office environment.

**Essential Duties and Responsibilities (will vary by assignment)**

- Generate student and teacher master schedule, and class lists;
- Manage student registration process, including enrollment, withdrawals, transfers, changes, etc.;
- Create and maintain accurate student records and transcripts;
- Generate and distribute student transcripts and records to parents, teachers, universities and colleges, administrators, employers, the military, and other appropriate parties;
- Prepare and distribute various computer reports for counselors, teachers, and administrators;
- Facilitate all aspects of pre-registration, and organizes fall registration;
- Convert student records from previous schools or courses;
- Identify acceptable credits and resolve problems with transcript evaluation;
- Serve as contact person for colleges and businesses seeking student records;
- Facilitate year-beginning and year-end transition rollovers;
- Prepare graduation materials; calculate GPA's; prepare honor roll;
- Prepare and distribute a variety of District reports related to class counts, teacher schedules, grade distribution, enrollment, etc.;
- Serve as student information systems administrator for school;
- Operate standard and specialized office equipment including computer hardware/software;
- Facilitate quarterly report cards and progress reports;
- Perform all work duties and activities in accordance with District policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- May serve as backup for school administrative assistant and or provide minor first aid for school nurse;
- Type a variety of forms, letters, or other documents;
- Perform other related duties as required.

### **Classification Requirements:**

Knowledge of:

- Operation of standard and specialized office equipment, including a personal computer and job-related software, specifically knowledge of Excel;
- English grammar and punctuation;
- Current office practices and procedures;
- Basic mathematical computations and statistical reporting.

Ability to:

- Learn and perform the processes and procedures involved with student records, transcripts, and registration;
- Organize data collected to construct the master schedule, review scheduling printouts, and make adjustments as needed;
- Learn, utilize, and serve as system administrator for the student information system;
- Prepare and maintain accurate student records;
- Follow written and oral instructions;
- Maintain records efficiently and accurately and prepare clear and concise reports;
- Operate a variety of standard and specialized office equipment;
- Maintain effective working relationships with students, other school employees, parents, supervisory personnel, and the public;
- Communicate effectively both orally and in writing;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set task priorities;
- Maintain office, school, and individual confidentiality.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency, preferably supplemented with at least two years of college; and
- Two (2) years administrative and/or record keeping experience, with some experience in scheduling preferred; and
- Demonstrated knowledge and use of Excel software;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Student Records Assistant.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;

- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, occasionally lifting or moving objects that may weigh between 20-30 lbs.
- Jobs in this class require performing repetitive motions in typing, filing, and handling paperwork; Occasionally related job tasks may require, with or without reasonable accommodation, stooping, kneeling, crouching, reaching, and lifting.