

Administrative Assistant / Registrar

Culdesac School District is an Equal Opportunity Employer.

Culdesac School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

QUALIFICATIONS

- Works well with students, staff, and the public.
- Excellent organizational skills.
- Excellent public relations and communication skills.
- Strong background in working with and entering data into student information systems.
- Strong background in state ISEE reporting.
- Able to work under deadlines.
- Maintains confidentiality in all areas of job duties.

JOB SUMMARY

This position is the primary point of contact for the public, students and staff members. This position handles incoming phone calls and visitors to our school in a courteous and professional manner. This person also is responsible for ISEE reporting and entry of student data in the Powerschool SIS.

MAJOR DUTIES AND RESPONSIBILITIES

- Generate informal and formal reports based on student attendance.
- Complete report cards for mid-semester progress reports and semester report cards.
- Alert administrators of any concerns about student progress or attendance.
- Support parents with student registration issues.
- Support parents and students with Powerschool set-up including basic account set-up, navigation, and troubleshooting.
- Set up / build school schedule in the Powerschool SIS.
- Assist as needed with organizing orientations, training, and social and educational activities for students and families; such as school outings, service-learning opportunities, clubs, and events.
- Organize and coordinate school/parent communications as required.
- Ensure compliance with state requirements.
- Take in lunch money and deposits for student accounts.
- Balance the student account monthly and prepare banking reports.
- Complete monthly attendance reports to be used for state attendance reporting.
- Respond as soon as possible but no later than 24 hours to parent, student, teacher, and admin inquiries via phone and/or e-mail during the regular work week.
- Participate in professional development (virtual and in person) as needed.
- Attend all in-person meetings as scheduled.
- Participate in the school's self-evaluation process.
- Assist with various projects throughout the year with colleagues and administration, as needed. Other duties as assigned.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.