

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: HIGH SCHOOL SECRETARY- Registrar
DEPARTMENT: High School
REPORTS TO: Principal
RESPONSIBILITIES TO: Principal/IT Manager
REVISION DATE: 2/2021

REQUIREMENTS: Associates Degree Preferred, prior work experience as a secretary, computer literate, must have or be willing to get Act 34/114/151 Clearances.

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: High School secretary will be responsible for maintaining efficient operation of the High School Office. Employee will courteously greet all visitors, determine their needs, and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

REGISTRAR RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
2. Signs guests in, provides name tag, and directs in the appropriate manner.
3. Prepares receipts for incoming monies.
4. Responsible for printing and mailing progress reports and report cards.
5. Assists with tracking of non-duty days for high school staff.
6. Prepares state Cosmetology report quarterly.
7. Prepares end of year reports.
8. Prepares ECTS student handbook.
9. Handles Home School requests of any kind.
10. Processes student requests for early dismissals and late admits.
11. Distributes and records parking permits for the High School Office.
12. Schedules substitute teachers when directed by the building principal.
13. Answers the High School office telephone, routes calls to the proper destination, takes and relays messages.
14. Shares in production of a daily attendance report.
15. Files correspondence or other records in a prescribed manner.
16. Processes student requests for early dismissals and late admits.
17. Disseminates mail, literature, and written messages to staff members.
18. Types a variety of materials, such as letters, curriculum materials, rough drafts, board reports, etc. for the Guidance Service Coordinator, and Admissions Coordinator.
19. Inputs source data on computer terminal.
20. Assists with preparing, filing, and maintaining records related to enrollment, student achievement, attendance, and correspondence.
21. Input and maintain a student data base.
22. Participate on committees as needed.
23. Provide support to RCTC secretary when needed (fingerprints, registration)
24. Process materials for audits.
25. Run reports as needed for districts and instructors.
26. Assist with the NOCTI testing process.
27. Assist with Advanced Training Day.
28. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-1 TERMS OF EMPLOYMENT: 12 Months

I have reviewed the above job description and analysis and understand the requirements of the position _____.
(Initials)

Employee

Date

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Created: 3/98

Revised: 8/09