

**LAKE CENTRAL SCHOOL CORPORATION**

8400 Wicker Avenue  
St. John, IN 46373  
365-8551

**SUPPORT SERVICES STAFF**  
**August 30, 2017**

**Registrar (12 Month).....Lake Central High School**  
**Position available November/December 2017**

**Qualifications**

- Executive Secretary Experience Preferred
- Past experience in a similar position
- Proven track record of ability to maintain a high degree of confidentiality

**Essential Skills and Abilities**

- Strong interpersonal, clerical and organization skills
- Ability to greet visitors with enthusiasm and professionalism
- Proficient with Microsoft Office including Word, Excel, PowerPoint, Publisher and Access
- Proficient with Google Applications
- Knowledge of Skyward a plus
- Excellent listening and writing skills
- Ability to work both independently and as a team member
- Must exhibit neatness and accuracy in all work

**Duties**

- Duties listed on page 2

**Salary and Benefits**

- 12 Month position, 8 hours per day
- Hourly Rate \$17.30
- Benefits in accordance with the 12 Month Information Sheet

Apply online at [www.lcsc.us](http://www.lcsc.us) >Administration>Human Resources>Online application  
Type of Position: Administrative Assistant  
Position applying for: Registrar

Inquiries may be directed to:

Sean Begley, Principal ([sbegley@lcscmail.com](mailto:sbegley@lcscmail.com))  
8400 Wicker Avenue, St. John, IN 46373  
Phone 219-365-8551

**Deadline:** September 8, 2017

*Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.*

## **Duties**

- Enroll new students, obtain, enter and maintain a variety of student records (grades, transcripts, immunization records from other schools)
- Request and enter all transcripts for new students and send transfer grades to teachers
- Report ELL and IEP documentation to proper staff
- Data management: custodial/legal, residency, restraining orders, ethnicity, homeless, waivers, etc.
- STN assignment and release
- Foreign Exchange liaison
- Homebound, Placement, Pathfinder coding
- Contact parents for documentation when a student withdraws. Contact Assistant Principal to complete an interview prior to withdrawing a student to dropout
- Withdraw students and notify staff of student withdrawal
- Collect, organize, and send outgoing student records to requesting schools
- Maintain accurate permanent student records and test scores by recording student results
- File PSAT, SAT, ACT, ISTEP scores/labels
- Prepare and send transcripts requested by alumni using Parchment
- Prepare ADM and Graduation Reports
- Cohort Tracking
- Review requests made by Social Security Administration, law enforcement, mental health representatives and other support staff and complete as necessary
- Check transcripts for accuracy
- Enter all grades and credits for Pathfinder
- Print final transcripts at the end of the school year and file
- Purge appropriate records in a timely fashion
- Maintain permanent files and data as required by state law
- Cover guidance desk as necessary
- Provide clerical support to directors and building administration
- Enrollment of new students
- Prepare and assist with IDOE reports
- Prepare and compose routine memos, correspondence, and mailings
- Answer telephone and resolve both routine and complex inquiries
- Screen telephone inquiries and redirect when appropriate
- Perform other duties as assigned for the purpose of ensuring efficient and effective functioning of the district