

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
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JOB DESCRIPTION

TITLE: School Registrar/Attendance Clerk
DEPARTMENT: SHO-BAN JR/SR HIGH SCHOOL
SALARY: \$18.42 G10/ S1
OPENS: November 28, 2022
CLOSES: December 9, 2022
CAREER STATUS: NON-EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

Manages school level student information system (NASIS/Infinite Campus) and student cumulative folders, including but not limited to enrollments, withdraws, drops, special placement of students, records required for BIE reporting and audit compliance, updating the accuracy of student and household information, daily attendance and absence verification, records/files maintenance, report cards and grading, assists in master schedule development and implementation, and annual school year NASIS/Infinite Campus setup. Follows safe school practices to ensure the safety of students' rights and records. Assists other office staff with visitors, student assistance, phones, etc.

The weekly work schedule shall encompass regular school hours (Monday – Thursday 8-4 and Friday 8-12) and four hours of flex time a week to provide coverage before and beyond the instructional day. Schedules will be arranged by the administration.

SUPERVISOR:

The School Registrar Attendance Clerk will be under the direct supervision and evaluated by the District Administrator

DUTIES AND RESPONSIBILITIES:

- Greets visitors and provides general assistance.
- Maintains current knowledge of legal requirements for protecting student information.
- Performs daily attendance and collects documentation for excused absences.
- Annually sets up the NASIS/Infinite Campus for school year including calendars and student information rollover.

School Registrar/Attendance Clerk

- Starts new enrollment and reenrollment for the school year at least two weeks before the first day of school.
- Maintains and manages student cumulative folders, files, records, and test scores; provides information to counselors or administration, as requested.
- Participates in admissions meetings and requests student documents from previous school(s) including transcripts, current course enrollments, discipline records, attendance records, and current IEP or 504 (if student has one) in preparation for the admissions meeting.
- Enrolls new students on NASIS/Infinite Campus after being admitted, obtains additional student records such as withdrawal grades, official transcripts, immunization records, cumulative folders, and all general student data.
- Receives and forwards all student record requests for accurate and complete student record files.
- Coordinates student check-out procedures for both withdrawn and dropped students to include initiating withdrawal/dropped forms and recording transfers.
- Maintains accurate up-to-date student attendance records using NASIS/Infinite Campus. Follows school policy on excused absences to update attendance records.
- Maintains student sign-in/sign-out log and tardy slip log at the front desk for attendance documentation.
- Maintains and updates student and household information on NASIS/Infinite Campus on a regular basis, including uploading required enrollment documentation for BIE and state agencies. Performs monthly Data Health Checks on NASIS/Infinite Campus to check for data entry errors.
- Prepares a variety of reports including Bureau of Indian Education (BIE)/Bureau of Indian Affairs (BIA), Tribal, State and District-mandated reports related to assigned duties.
- Compiles, coordinates, encodes, and submits Indian Student Equalization Program (ISEP) documents and reports using NASIS/Infinite Campus.
- Maintains and updates main office binder of student class schedules for easy location of students.
- Periodically, monitors hallways during passing time to ensure student safety and students arrive to assigned classes.
- Communicates by phone and facsimile with other schools or outside agencies regarding student records.
- Communicates with parents, students and staff providing general information.
- Prepares and mails "unexcused absences" letters as per current policy to remind parents/guardians that their student will lose credit after specified amount of unexcused absences.
- Maintains and updates student transcripts.
- Develops, updates, and maintains forms for use in the Registrar's office.
- Administers first aid as necessary; contacts parents or emergency personnel as needed; administer prescription medication to students according to physician or Parent/legal guardian instructions; and maintain a record of all prescription and over-the-counter medication administered to students. Contacts a parent/guardian before administering over-the-counter medication if permission form is not on file for the school year.
- Performs related duties as assigned for emergency procedures.
- Performs other related duties as assigned.

Skills/Abilities/Knowledge:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be a team player and get along well with others.

- Must be highly organized and with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgement.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to do data entry and check for errors.
- **Preference:** Knowledge and experience with NASIS/Infinite Campus including student enrollment, scheduling, attendance, transcripts, grades, academic planning, and record keeping.
- Know and adhere to current district policies and procedures, especially ones related to admissions, enrollment, attendance, and graduation requirements.
- **Preference:** Knowledge of applicable sections of Tribal Education Code, Federal CFR 25 as it relates to BIE schools, and other state and federal educational laws as they apply to this position.
- Basic record-keeping techniques.
- Knowledge of basic first aid techniques.

QUALIFICATIONS:

Education and Experience:

- **Step 1:** High School diploma or GED or **Step 3:** Bachelor's degree
- Three months related experience. **Preference:** One year's related experience.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.