

REGISTRAR

OVERALL JOB PURPOSE STATEMENT

The job of Registrar is done for the purpose of preparing, maintaining and monitoring the permanent school records of high school students; reviewing, evaluating and recording course credits and grades earned; conferring with counselors, administrators, faculty, students and parents regarding graduation requirements.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the secretarial/clerical series provide clerical and progressively more responsible secretarial and administrative support to a supervisor, school or district administrator, in the collection, compiling, processing and reporting of program data and in the day-to-day organization and implementation of program functions and activities. The Registrar is a specialized class which performs variety of responsible, varied and often complex student enrollment and related tasks at a high school or academy. Supervision is from a site administrative position. This class differs from Secretary classes which provide secretarial support to an assigned supervisor and perform a variety of responsible and technical secretarial and clerical work in support of a District and/or school department or program.

ESSENTIAL FUNCTIONS

- Communicates with various individuals (e.g. counselors, administrators, faculty, students, parents, registrars of other schools, college admission staff, etc.) for the purpose of providing and obtaining information, clarifying transcript data and providing assistance as needed in evaluating graduation requirements and deficiencies.
- Compiles a variety of reports and recommendations (e.g. GPA information, grades, eligibility requirements, etc.) for the purpose of providing accurate information.
- Interprets/evaluates transcripts of incoming students for the purpose of providing reliable information related to student records.
- Maintains a variety of student records (e.g. credits/courses needed graduation, discuss credits/grades with counselors/students, communicate with teachers regarding grade changes/ommissions/incomplete transcripts, class schedules, etc.) for the purpose of documenting and/or providing reliable information related to student records.
- Performs a variety of enrollment activities (e.g. intake interviews with parents, preparing cum folders, data entry of previous records, verifying immunizations, etc.) for the purpose of ensuring that information submitted is complete.
- Processes permanent records for incoming students (e.g. requests records and/or course descriptions from out of district schools, records grades, evaluates foreign, domestic and out of district school transcripts, etc.) for the purpose of ensuring compliance with district, state and federal requirements.

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- Provides transcripts as requested by other schools (e.g. academic, health and other related records, etc.) for the purpose of providing necessary information.
- Prepares written materials (e.g. reports, letters, memos, surveys, enrollment, course work, student grades, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries regarding student grades from other schools and authorities (e.g. student advocates, community agencies, etc.) for the purpose of providing information contained in permanent student records where authorized and legally appropriate.
- Reviews senior graduation status for the purpose of ensuring computer data is current and accurate and distributing reports to students and counselors.
- Schedules appointments for the purpose of registering students.
- Updates transcripts (e.g. changes, waivers, additions, test scores, etc.) for the purpose of ensuring that student records are current and accurate.

OTHER FUNCTIONS

- Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; State and District requirements for graduation; District policies and procedures related to registration and permanent student records; and applicable sections of State Education Code and other applicable laws.

SKILLS are required to perform multiple non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities; routinely gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is limited. Specific abilities required to

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satisfactorily perform the functions of the job include: working with minimal direct supervision; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality and working with discretion; meeting deadlines and schedules; working with constant interruptions; working with detailed information/data; organizing, compiling, analyzing and evaluating student information; and learning, interpreting and applying pertinent rules, regulations and policies.

RESPONSIBILITY

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 50% sitting, 20% walking and 30% standing. The job is performed under minimal temperature variations, a generally hazard free environment and in a clean atmosphere.

EDUCATION

High School Diploma or Equivalent.

EXPERIENCE

Three years increasingly responsible clerical experience including at least one year in a school office with responsibility for student records.

REQUIRED TESTING

None Specified

CERTIFICATES AND LICENSING

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

OTHER REQUIREMENTS

Criminal Justice/Fingerprint Clearance; TB Clearance