

REGISTRAR

BASIC PURPOSE OF THE JOB CLASSIFICATION

To register students and to establish and maintain permanent school records of students at the High School; to request student cumulative records and evaluate incoming transcripts from other school districts; to maintain computerized registration data; to be responsible for transmitting outgoing student transcripts and records; to perform a variety of responsible clerical activities including typing, filing, telephoning and record keeping; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision from the school principal and work within a framework of standard policies and procedures. Employee's work assignments include performance of highly responsible evaluation of student transcripts and records. Performance of these responsibilities requires organizational skills, accuracy, attention to details, discretion, good communication skills, and sound judgement.

REPORTS TO

School Principal

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(The following information is descriptive and is not restrictive as to duties required)

- Performs student registration for school sessions, including summer school.
- Requests students' cumulative records from other schools and has responsibility for the maintenance of student cumulative and enrollment files.
- Evaluates records received from other schools and districts and records transcript information in computer systems, including test and achievement scores, grades, and other related data.
- Assists parents, guardians, students, and staff with registration, student grade information, and transcripts.
- Forwards special student information such as Special Education or ESL to the District Office.
- Prints and scans student grades and completes report cards.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

- Changes student grades according to grade change forms submitted by teachers.
- Maintains student transcripts, posting grades and competency test scores, SAT, and other pertinent testing information.
- Prepares and sends official transcript copies for colleges, scholarship applications, and student use.
- Answers the telephone and greets office visitors, taking messages and/or referring calls/visitors to appropriate staff.
- Assists students with questions, concerns, and problems.
- Posts grades for quarter, semester, and summer school into the computer, including submitted grade changes.
- Checks out students and routes check-out sheets for proper clearance.

TYPICAL PHYSICAL REQUIREMENTS

Sits for extended periods; frequently stands and walks; ability to lift 25 pounds or carry objects weighing over 15 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; regular contact with staff, parents, and students.

DESIRABLE QUALIFICATIONS

Knowledge of :

- Proper English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.
- School District functions, policies, rules, and regulations.
- Computerized records development and information systems.

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DESIRABLE QUALIFICATIONS

Ability to:

- Learn the District rules, regulations, and technical procedures used in the development of student records.
- Perform a variety of technical computer support work on an independent basis.
- Interpret and apply rules and regulations in a variety of situations.
- Analyze situations and make decisions.
- Work on own initiative without close supervision.
- Prepare and maintain a variety of records and reports.
- Perform a variety of office support work.
- Maintain filing and record keeping systems, including a computer data base.
- Make arithmetic calculations quickly and accurately.
- Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
- Operate a variety of standard office machines and equipment.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.
- Type at a minimum rate of 45 words per minute from clear, legible copy.
- Perform minor First Aid in compliance with established District policies.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of previous experience in working with computerized record keeping systems.

Special Requirements:

Some positions may require the following:

- Ability to obtain a First Aid Certificate.