



Fremont Union High School District

Position: Registrar

Department/Site:	School Site	Range:	110
Reports to/ Evaluated by:	Assistant Principal	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of an Assistant Principal, performs a variety of complex clerical and statistical record keeping duties related to the enrollment, graduation or withdrawal of high school students including those in special programs, according to established policies and procedures. Receives, sets up, and evaluates records, updates files with class credits and grades, and evaluates records for compliance with graduation requirements. Maintains and archives academic records. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Maintains students' permanent records with confidentiality. Enters information according to computer-aided student files (SASI) using preset data entry screens. Receives new data and/or revisions, enters data, and routes updated information to appropriate staff or departments.
- Assists parents with the completion of registration materials. Provides brief orientation to new parents and students on registration according to District Residency Process, and school policies and procedures.
- Prepares permanent records for incoming students; requests records from out-of-district schools and records grades on permanent records; interprets foreign, domestic and out-of-district school transcripts, and converts grade and hour credits to corresponding units as used within the District.
- Classifies students according to established procedures. May assist students and parents in selection of appropriate classes; informs students of class standing and progress toward graduation; assists students in determining which classes must be completed for graduation. Notifies students and parents of assignments and related information.
- Reviews senior records and certifies eligibility for graduation as assigned; orders diplomas; advises administrators of non-graduates.
- Operates a variety of office equipment including typewriter, calculator, computer terminal, printer and copier; enters data in a computer and assures the accuracy and completeness of input.
- Assists with PSAT.
- Maintains current knowledge of District and State graduation requirements and applicable codes and laws and assures compliance with established regulations and timelines.
- Reviews and evaluates incoming transcripts and cumulative files for grade and course deficiencies; reviews incoming records to assure that course work completed meets District and State requirements for graduation.
- Prepares transcripts as requested by other schools; forwards academic, health and other records as appropriate; attempts to clear unpaid financial obligations as appropriate; collects monies and records payments according to established procedures.

- Updates student records regarding credits and courses needed for graduation; discusses credits and grades with students and parents as appropriate; communicates with teachers regarding grade changes, omissions and incompletes.
- Prepares and maintains a variety of detailed records, files, and reports related to student enrollment, eligibility for graduation and college application; maintains confidentiality of records and information.
- May verify enrollment and attendance records for Social Security, Social Services, Department of Education, Military Agencies, auto and medical insurance companies.
- Manages and submits student information for ELC, National Merit, Cal Grand and other applicable scholarships available to qualifying seniors.
- Maintains individual immunization records for students, reviews need for immunizations according to State and County Mandate and updates immunization records accordingly. Notifies parents and students when updates are required and enforces compliance.
- Assists seniors in college application process; establishes individual college entrance testing files; collects materials necessary for administrator to write letters of recommendations and perform evaluations; assists with preparations of recommendation forms and other applications materials and sends in a timely manner.
- Responds to inquiries regarding student information from other schools, colleges, employers, parents and authorized agencies; verifies and provides information contained in permanent student records as appropriate.
- May assist other office staff with general office support; may answer school phones and refer calls to appropriate department.
- Trains and provides work direction to assigned student workers and volunteers.
- Perform related duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires in-depth knowledge of registration and student file requirements, policies, and procedures, including origination and compilation of cumulative student records, the course/activity schedules of the school, and matriculation and graduation requirements.
- Requires knowledge of applicable District policies and procedures and State codes.
- Requires well-developed knowledge of and skill at using computer-aided office productivity software and special applications for storing and retrieving student information.
- Requires record keeping, data entry, file management, general office, and clerical skills.
- Requires skill at organizing and developing controls and procedures for the security and privacy of large volumes of alpha and numeric student data.
- Requires sufficient human relations skills to convey a positive image of the school, school performance, programs, policies, and procedures to new students and parents.
- Requires sufficient writing skills to prepare routine, yet professional correspondence and reports.
- Requires the ability to carry out the essential functions of the position.
- Requires the ability to maintain complex sets of records and reports consistent and compliant with defined requirements.
- Requires the ability to translate subjects and credits from other schools and adapt them to the District's grading system and school calendar.
- Requires the ability to interpret, apply, and communicate District policies and procedures and State Education Codes covering registration, records, matriculation, and graduation.
- Must be able to interact with a diverse range of formal and informal contacts with courtesy and patience.
- Requires the ability maintain the privacy of student records and information.
- Requires the ability to understand and implement constant changes involving district and state policies.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position typically requires a high school diploma or equivalent, and five years of responsible experience providing administrative support in records, attendance, or data entry. College-level course work may substitute for some experience.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a high school office environment subject to constant interruptions.