

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: High School Registrar

BASIC FUNCTION:

Under general supervision of an assigned site administrator, perform a variety of clerical activities and functions concerning the establishment and maintenance of automated and manual student records, student course schedules, and other student pertinent information; to review, update and distribute student records for transfer and storage.

ESSENTIAL DUTIES:

- Performs a variety of technical student-related clerical tasks, including the development of permanent student record file, file purging, typing, proofreading, filing, and recording of data.
- Receives, reviews, and develops a preliminary evaluation of enrolling student transcripts and coursework comparability with local coursework.
- Assists in determining student graduation standards and whether students meet graduation requirements.
- Facilitates the registration and disenrollment of students including processing of student transcripts. .
- Inputs and maintains computer records, storage, and retrieval of student records.
- Compiles confidential student record information and prepares reports and summaries.
- Provides verified callers with student information and data.
- Assist the public and office visitors by answering routine inquiries, by providing them with information and data, and by directing them to appropriate offices.
- Responds to written requests from appropriate agencies and persons regarding student information and records.
- Works closely with school counselors with highly confidential information, academic counseling, and college applications.
- Maintains the master student schedule and course dictionary, student enrollment information, student transcripts detail and a variety of other related student information.
- Reviews cumulative records to ensure accuracy and completeness and to ensure the content complies with State regulations, specific awards/programs and District policies and guidelines.
- Maintains and reviews accurate student residency/contact information and assists members of the educational community and others regarding student attendance areas.
- Records student course grades and prepares grade reports.
- Prepares routine correspondence in response to informational requests.
- Organize, develop, maintain, and generate reports from the data storage/retrieval system.
- Maintains alphabetical/numerical/subject matter files.
- Maintains the District-adopted student data system for the school site.

OTHER REPRESENTATIVE DUTIES:

- Engage in cross training on school functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District training as required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern office practices, methods, and procedures pertaining to a high school student record management system.
- Appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts.
- Standard office machines and equipment.
- Automated record management, storage, and retrieval systems.

Ability to:

- Perform clerical work utilizing independent judgment and requiring speed and accuracy.
- Make simple arithmetical calculations accurately.
- Proficiently operate and maintain office equipment.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience:

Three years of experience performing varied general office or clerical functions, preferably including one year involving an automated student record management system.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by coursework in student transcript analysis, typing, automated record management, and general office practices.

LICENSES AND OTHER REQUIREMENTS:

Willingness to acquire valid CPR and First Aid certifications issued by an authorized agency.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

- Ability to stand or sit for extended periods of time.
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- A Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.