



Classification Specification

REGISTRAR

Department:	School site
Reports To:	Site Administrator
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Enroll and withdraw students according to established procedures; distribute student records for transfer and storage; prepare, maintain, modify, and evaluate manual and automated scholastic records in accordance with records retention procedures; provide information to authorized parties in compliance with established policies; monitor student records to identify graduation deficiencies and eligibilities; provide information to authorized parties in compliance with established policies; maintain confidentiality of sensitive and privileged information.

Essential Duties and Responsibilities:

- Prepare, maintain, and process a variety of documents, files, reports, and records, including grades, transcripts, student information, test results, form letters, memos, class schedules, report cards, diplomas, and other documents related to assigned activities in accordance with established administrative guidelines and legal requirements; maintain active and inactive student records.
- Compute and record grade point averages, input student course grades, and prepare grade reports.
- Review cumulative records to ensure accuracy, completeness, and compliance with state regulations and district policies and guidelines and maintain physical storage and retrieval system of student data records.
- Input a variety of data into an assigned computer system; generate a variety of computerized lists and spreadsheets; ensure the timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.
- Receive and review student enrollment packets: prepare clearance forms for student transfer.
- Request records from previous schools; send records to receiving schools.
- Receive, review, and develop a preliminary evaluation of enrolling student transcripts and coursework to determine comparability with local school coursework.
- Schedule and coordinate counseling appointments.

- Communicate with parents regarding enrollment status and issues.
Assist in monitoring student progress toward graduation; inform teachers and counselors of grades received after evaluation.
- Evaluate and certify graduating students and students receiving certificates of completion; or high school diplomas.
- Order and prepare diplomas and commencement exercise pamphlets for graduation ceremonies.
- Process, generate, and maintain a variety of documents and materials such as mandated reports, lists, surveys, and statistics related to student attendance, enrollment, health, ethnicity, academic achievement, and residency.
- Respond to telephone contacts and provide callers with appropriate student information and data.
- Provide necessary documentation to assist with compiling free/reduced lunch data; and California basic educational data system (CBEDS) information.
- Operate a computer and assigned software.
- May administer first aid to students and contact parents in the absence of the health office staff.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- State and district regulations, policies, and guidelines for student records and graduation requirements.
- Transcript evaluation, maintenance and processing methods, procedures, and guidelines.
- Computer software, including student information systems, automated record management, and filing systems for creating, maintaining, and retrieving student records.
- Record-keeping, report preparation and filing techniques.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Understand and carry out verbal and written directions.
- Methods of collecting and organizing data and information.
- Data entry techniques.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Monitor and assess student records to identify graduation deficiencies and eligibilities.
- Obtain and respond to requests for student records and information.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Answer phones and greet the public courteously.
- Type or input data at an acceptable rate of speed.
- Work independently with little direction.
- Prioritize and schedule work.
- Analyze and transcribe student transcripts.
- Maintain accurate student records.
- Compile and submit reports as required by law.

- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations.
- Maintain confidentiality of sensitive and privileged information.
- Operate a variety of office equipment, including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

Education: High school graduation or equivalent GED, supplemented by coursework or training in automated record management, general office practices, and student transcript analysis.

Experience: Two (2) years of increasingly responsible clerical experience in a school environment.

Licenses, Certifications, and other requirements:

- Valid first aid certificate.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/office work environment.
- Moderate noise levels.
- Contact with parents, students, and staff.
- Fast-paced work environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work sitting at a desk or table.
- Perform repetitive motion related to keyboard entry or typing.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- See for the purpose of reading or observing students.
- Bend, stoop, kneel, and reach in all directions.
- Operate computers and other office equipment.
- Employee may frequently be required to lift and/or move objects up to 25 lbs. in weight.
- Employee may occasionally be required to stand and/or walk for extended periods of time.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.