

**PLEASANTON UNIFIED SCHOOL DISTRICT**  
**Job Description**

<b>Title:</b>	Registrar	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Clerical	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	5/21/2020 7/27/2021 Range Adjustment	<b>Current Salary Grade:</b>	20
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of a Program Administrator/Supervisor, provide a wide variety of critical and confidential administrative support; enroll and withdraw students according to established procedures; prepare, maintain, modify and evaluate manual and automated scholastic records; monitor and assess student records to identify graduation deficiencies and eligibilities; provide information to authorized parties in compliance with established policies; document and communicate information, activities and actions; provide interpretation, comparisons and recommendations; determine appropriate action or referral to achieve resolution.

**ESSENTIAL FUNCTIONS:**

- Perform effective, confidential enrollment and withdrawal activities; verify fees owed, immunizations, guardianship, and related information; request cumulative, health, special education and discipline folders, test results and other pertinent records for incoming students from previous school; duplicate and distribute received records to appropriate school personnel; prepare new student folders as appropriate.
- Communicate with staff, administrators, parents, students and outside agencies to coordinate enrollments, withdrawals and application activities; exchange information and resolve issues or concerns; address issues as needed; refer to appropriate personnel for resolution.
- Evaluate transcripts to ensure students received proper credit in various subjects to meet graduation requirements; evaluate transcripts of incoming students; evaluate and interpret transcripts of incoming out-of-District students or foster-care students; transfer grades and semester credit hours and other student information into the student information system.
- Inform appropriate personnel and parents regarding student course deficiencies related to grades, debits, and credits; assist in addressing student course requirements, clarify student's graduation standing; research discrepancies in student record to verify graduation status and assure accuracy of information; communicate with students and parents to determine placement levels and graduation requirements.
- Research discrepancies in process and in documentation relating to student records, transcripts and applications.
- Maintain teacher grading records including incomplete and grade changes (ex: transferring pdf, txt files to the secured server). Builds and maintains secure confidential student data files and records (e.g. electronic student data, ELC, CalGrant, NCAA, National Merit Scholarship, SAT, ACT, PSAT, cumulative files, cumulative retention and storage) ensuring efficient and effective availability and communication of information to staff, students, district personnel, other school districts, public and government agencies and compliance within established guidelines.
- Prepare, maintain and process a variety of confidential documents, files, and records including grades, transcripts, student information, attendance records, administrative records, testing data and results, Special Education reports, form letters, memos, calendars, class schedules, report cards and others related to assigned activities in accordance with established administrative

guidelines and legal requirements; maintain documents, files and records including active and inactive student records.

- Educate students and parents on college application and transcript request protocol.
- Verify and input data regarding current and new students including grades, credits, test scores, grade level, GPA's, demographics, guardian status and other student information into an assigned computer system; maintain automated student records; generate a variety of computerized lists and reports related to student information utilizing spreadsheets or appropriate databases. Receive, review and verify documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures.
- Respond to inquiries from students, parents, staff, high schools, colleges, universities, law enforcement, and various outside agencies concerning student information; provide official or unofficial transcripts and information related to student grades, credits, graduation status and related data according to established policies and procedures; acts as information source regarding school, graduation and district policies, procedure and objectives; fields calls/emails from individuals providing information, resolving concerns and/or referrals to appropriate personnel for resolution, utilizing judgment, knowledge and interpretations, especially in the proper handling of confidential files or information.
- Operate a variety of office equipment including a copier, fax machine, scanner, computer and assigned software.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of their job classification as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Transcript evaluation, maintenance and processing methods, procedures and guidelines.
- State and District requirements for graduation.
- Modern office practices, procedures and equipment.
- Applicable laws, education codes, regulations, policies and procedures.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Data control procedures and data entry operations.
- Oral and written communication skills.
- Basic English usage, grammar, spelling, punctuation and vocabulary.
- Recordkeeping, report preparation and filing techniques.
- Business telephone and email etiquette.

Ability to:

- Prepare, maintain, modify and evaluate manual and automated scholastic records.
  - 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.
  - Type or input data at an acceptable rate of speed.
  - Work independently with little direction.
  - Compile, assemble, verify and prepare data for records and reports.
  - Complete work with many interruptions.
  - Communicate effectively both orally and in writing.
  - Understand and follow oral and written instructions.
  - Meet schedules and timelines.
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- Operate a variety of job-related equipment including computers, calculators, copiers and related

office machines.

- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and ratios.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that ~~could likely~~ provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Three (3) years of increasingly responsible administrative clerical experience including some experience maintaining student records.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

**DESIRABLE QUALIFICATIONS:**

- N/A

**WORKING CONDITIONS:**

Environment: Indoor/office environment. Fast-paced 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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling or crouching to file materials.
- Moderate lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 50% sitting, 25% walking, and 25% standing.

Hazards:

- N/A

**OTHER:**

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance
- Valid Adult/Child/Infant CPR/First Aid certificate

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*