



LOMPEC UNIFIED SCHOOL DISTRICT

REGISTRAR

JOB SUMMARY:

Under the direction of the Principal, 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform enrollment and withdrawal activities; verify fees owed, notary, immunizations, guardianship, documents of citizenship, 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.
- 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, debts, 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.
- Prepare, maintain and process a variety of documents, files, and records including grades, transcripts, student information, test 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 active and inactive student records.
- 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.
- Process a variety of documents and materials such as transcripts and job verifications to provide required information in response to requests from students, other districts, colleges/universities and/or employment agencies.
- Respond to inquiries from students, parents, staff, schools, 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.
- Provide support to health office, counselors and administrators as needed.

- Operate a variety of office equipment including a copier, fax machine, scanner, computer and assigned software.

OTHER DUTIES:

- Attend department, in-service meetings, staff development, workshops and/or seminars as assigned; attend and participate in school events as requested.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical or secretarial experience including some experience maintaining student records.

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, codes, regulations, policies and procedures.
- Record-keeping, report preparation and filing techniques.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Basic math.

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.
- Determine appropriate action within clearly defined guidelines.
- Answer telephones and greet the public courteously.
- Work independently with little direction.
- Prioritize and schedule work.
- Meet schedules and timelines.
- Compile, assemble, verify, and prepare data for records and reports.
- Complete work with many interruptions.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain confidentiality.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Constant interruptions.

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 individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling, or crouching to file materials.

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.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: 36