

Birmingham Community Charter High School Registrar

Title: Registrar
FLSA Status: Non-Exempt
Reports to: Site Administrator
Supervises: N/A

DEFINITION:

Undergeneral supervision of the Site Administrator, performs various complex clerical and record keeping duties relating to the enrollment, graduation or withdrawal of high school students according to established policies and procedures; evaluate, process, maintain and record course work and credits, student grades, grade point averages and test scores.

ESSENTIAL FUNCTIONS:

- Prepare, maintain, modify and evaluate records/transcripts for incoming students
- Input data regarding current and new students including grades, credits, test scores, attendance and other student information into an assigned computer system; generate a variety of computerized lists and reports related to student information
- Prepare a variety of letters, forms, applications, packets, memoranda, reports and correspondence related to assigned activities; distribute materials and information to students, staff, parents and the public
- Update student records regarding credits and courses needed for graduation; discuss credits and grades with counselors as appropriate; communicate with administrators/teachers regarding grade changes, omissions and incompletes
- Prepare transcripts, academic, health, and other records as requested
- Compile list of potential graduates and submit to appropriate administrators/teachers; prepare and proof the diploma list; compute GPA's and prepare class ranking
- Prepare and maintain a variety of detailed narrative and statistical records related to eligibility for graduation; maintain confidentiality of records and information
- Maintain current knowledge of State graduation requirements and applicable codes and laws; assure compliance with established regulations and time lines
- Respond to inquiries from students, parents, and staff concerning student information
- Receive telephone calls, greet visitors and provide information and assistance to students, parents, staff and the public regarding student grades, enrollment and related policies and procedures
- Distribute, collect, and process report cards and variety of specialized forms and applications; review for completeness and accuracy
- Participate in a variety of assigned activities such as withdrawing exiting students and enrolling new students
- Perform related duties as assigned

KNOWLEDGE OF:

- Transcript evaluation, maintenance and processing methods, procedures and guidelines
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Basic arithmetic
- Modern office practices, procedures and equipment
- Record-keeping, report preparation and filing techniques
- Operation of a computer and assigned software
- Web browsing techniques
- Telephone techniques and etiquette

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- Interpersonal skills using tact, patience and courtesy
- Principles of training and providing work direction

ABILITY TO:

- Prepare, maintain, modify and evaluate manual and automated records/transcripts
- Interpret, apply and explain rules, regulations, policies and procedures
- Obtain and respond to requests for student records and information
- Answer telephones and greet the public courteously
- Maintain confidentiality of sensitive information
- Perform arithmetical calculations and record review with speed and accuracy
- Compile, assemble, verify and prepare data for records and reports
- Complete work with frequent interruptions
- Operate a variety of office equipment including a computer and assigned software
- Meet schedules and time lines
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency.

An Associate of Arts degree from a recognized two year college or 60 semester or equivalent quarter units from a recognized college or university is preferred. Courses in Microsoft Office, office practices and procedures, business arithmetic, and business English are preferred.

EXPERIENCE:

Two years of experience in performing office clerical work that included using a computer keyboard and record-keeping responsibilities.

SPECIAL:

Some positions require a valid California Driver License and use of an automobile.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, and run
- Perform light physical exertion
- Lift and carry 25 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work at a desk, conference table or in meetings of various configurations

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

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The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date