

**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; and do other related work as required.

**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**

Possess and maintain a valid California Driver's License (Class "C" minimum) and validation of insured.

Valid CPR and First Aid certifications issued by an authorized agency and on file in the Human Resources Office.

**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.
- Ability to climb stairs.

**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.