

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: REGISTRAR

BASIC FUNCTION:

Under the direction of the Principal, perform various specialized and responsible duties in the preparation and maintenance of manual and automated scholastic records; process registration requests, new enrollments and withdrawals according to established procedures; obtain and respond to requests for student records, transcripts and information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform various specialized and responsible duties in the preparation, and maintenance of manual and automated scholastic records; establish and maintain permanent student records and filing systems for various records.

Process registration requests, new enrollments and withdrawals according to established procedures; assist parents with enrollment packets and review packets to assure completion; enter new student information including previous grades and credits and send related information to appropriate personnel.

Process transcript requests for current and former students; respond to inquiries from students, parents, staff, schools, alumni and various outside agencies concerning student information; provide official or unofficial transcripts and information related to student grades, credits, graduation status and related data; print and prepare transcripts for mailing.

Maintain various records and reports related to assigned duties; compile and input data related to current and new students including grades, credits, test scores and other student information; assure accuracy of input data; contact other schools to request transcripts and student information; update student information changes in regard to grades, schedule changes, guardianship and contact information.

Prepare a variety of letters, forms, applications, packets, memoranda, reports and correspondence related to school activities, senior graduation status, student demographics and related information; disseminate materials and information to students, staff, parents and the public according to established procedures.

Submit Cal Grant information according to State established policies and procedures; order and process graduation materials as required; prepare lists of graduates and submit for printing; assist with organizing graduation activities and preparing graduation programs.

Receive and balance fees and payments for transcripts, diplomas and library books according to established procedures as assigned.

Assist with mailings as assigned including mailing for test results, report cards, assigned reports print envelopes, stuff and mail information as assigned.

Communicate with personnel, administrators and various outside agencies and schools to exchange information and resolve issues and concerns; respond to teacher requests for student information accordingly.

Initiate and 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.

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

Attend meetings as assigned.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured as assigned.

OTHER DUTIES:

Perform related duties as assigned.

Assist with a variety of attendance functions as assigned by the position.

Assist with providing coverage for the front office as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures.

Transcript interpretation, evaluation, maintenance and processing methods, procedures and guidelines.

Modern office practices, procedures and equipment.

Record-keeping, report preparation and filing techniques.

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.

Data entry techniques.

ABILITY TO:

Prepare, maintain, modify and evaluate manual and automated scholastic records.

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.

Type or input data at an acceptable rate of speed.

Work independently with little direction.
Plan and organize work.
Meet schedules and time lines.
Maintain confidentiality of sensitive and privileged information.
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.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical or secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificate issued by an authorized agency.
Incumbents may be required to be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Lifting, carrying, pushing and pulling moderately heavy objects.
Reaching overhead and above shoulders to retrieve and store files.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017