

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Registrar

DEPARTMENT/DIVISION: Clerical

POSITION SUMMARY:

Under general supervision of the site principal or designee, to perform clerical work involving compiling and posting student records and reports; to assist students, parents, and teachers in matters relating to student data; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Maintains student's permanent records; prepares permanent records for incoming students; requests records from previous schools.
2. Transposes official transcripts from non-TUSD schools to corresponding course codes and credits used within TUSD.
3. Reviews senior credits in student information systems and advise administrators of non-graduates.
4. Assists in registering and scheduling new students.
5. Creates queries and spreadsheets and summarizes student information for different department reports as requested.
6. Manages teacher/staff user records in student information system. Creates new teacher or long-term substitute accounts. Coordinates with Human Resources to assign staff ID. Creates sections and transfers roster and gradebooks to new teacher accounts.
7. Answers inquiries from other schools or from employers regarding student grades, and other information contained in the student permanent record file.
8. Maintains the intra and inter district records for the site.
9. Prepares and sends reminder letters to parents to ensure that immunization records are current and compliant.
10. Update transcripts to reflect grades and/or credits earned through Adult School or other TUSD credit recovery programs.
11. Corresponds with various providers for photo, county honor roll, military student directory requests, etc.
12. Coordinates with transcript vendor and process transcript requests ordered with transcript vendor.
13. Prepares diplomas and coordinates diploma distribution and mailing.
14. Processes forms and updates student database for students withdrawing from the school.

15. Verifies enrollment records for Social Security, Social Services, authorized agencies, auto and medical insurance companies.
16. Compiles and verifies data for State and Federal reports.
17. Prepares Honor Roll.
18. Maintain records of student enrolled in Special Programs, including, but not limited to, Home Hospital, Independent Study, etc.

EDUCATION AND EXPERIENCE

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described; two years of typing and clerical experience involving public contact and record maintenance responsibilities, preferably in a school district; two years of computer usage experience.

KNOWLEDGE OF:

- Basic elements of good English usage, spelling, and arithmetic;
- Office methods practices, procedures and equipment;
- Record keeping using data processing format;
- Curricular programs, graduation requirements and departmental policies.
- Computer software and applications for storing and retrieving student information, record keeping, file management, general office practices and clerical functions.

ABILITY TO:

- Learn and apply District rules, regulations, and procedures;
- Make arithmetical calculations with speed and accuracy;
- Supervise student assistants;
- Type at a speed of 45 words a minute from clear copy;
- Make sound, fair judgments in resolving problems concerning student records;
- Deal effectively with parents, students, and school officials in a wide variety of situations concerning student records.

PHYSICAL REQUIREMENTS: Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at waist height for short distances
9. Bend, squat, stoop and/or climb for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with students, school/district staff and the public.

SALARY: Range 36

BOARD APPROVED: 08/78

Revised: 03/84

01/09/24