WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: REGISTRAR

BASIC FUNCTION:

Under the direction of the Site Administrator(s), performs a variety of clerical duties related to attendance accounting and record-keeping; contacts parents or guardians relative to excused and unexcused student absences; maintains cumulative files on all students; operates the District's computerized records management system to enter and update attendance data.

ESSENTIAL DUTIES:

Completes clerical tasks involved in the registration and assignment of new students including student records, files and class assignments.

Processes student withdrawals and completes required paperwork.

Creates and maintains class rosters, student reports, report cards and grade-point average information.

Provides accurate reporting for daily and period-by-period attendance of students including the processing and verification of student absence information.

Issues admission slips for returning students in order to assure accurate absence reporting.

Compiles data, prepares and completes ADA and student attendance reports.

Communicates with students, staff members, parents and other school districts regarding attendance and related issues, utilizing various forms of communication.

Provides student attendance information to staff, parents, and authorities as necessary or upon request.

Explains District policies and State regulations regarding school attendance and enrollment.

Assigns clerical duties and trains office assistants to perform the duties assigned; including student help, volunteers, and community liaisons.

Utilizing the District's computerized records management system, prepares, compiles and maintains a variety of records and files regarding student attendance, tardiness, truancy, suspensions, and disciplinary actions, including information for SARB (Student Attendance Review Board).

Assists students, staff, and visitors at counter; takes and relays messages to and from students and parents.

Assists school personnel in identifying and resolving problems of students who are frequently absent.

Composes correspondence and performs a variety of clerical duties such as typing correspondence, reports, bulletins, and other related materials.

Operates a variety of office machines including a typewriter, computer work station, Scantron scanner, fax machine, calculator, and copiers.

Assists students with injuries and health problems in the absence of the nurse and health care assistant.

OTHER RELATED DUTIES:

May serve as substitute for absent school office manager.

Provides assistance to members of school staff in the use of computer and software programs and other office equipment.

May assist the nurse and/or health services assistant in the care and treatment of students.

Attend meetings as required.

May issue textbooks using the district's computerized system to new, incoming students.

May receive, sort, and distribute incoming mail.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision:	Reports to, receives direction from, and is evaluated by a site administrator. Provides clerical work direction and guidance to student helpers, volunteers, and assigned community liaisons.
Internal Contacts:	Continuing contact with the principal, students, a school office manager and other clerical personnel, school PTA officers, teachers, district nurse, and other staff, district personnel offices, Food Services, and Special Projects Departments.
External Contacts:	Frequent contact with PTA and PTSA (Parent/Teacher/Student Association) members, parents and guardians, the general public, police and probation department personnel, county offices of education and other school districts, as well as state and county health department offices.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures, and equipment including a computer work station, a Scantron scoring machine, typewriter, and calculator, fax machine, e-mail, voice mail procedures and walkie-talkies.

Record-keeping techniques and filing systems.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills; using tact, patience, and courtesy.

Telephone techniques and etiquette.

Health and safety regulations.

ABILITY TO:

Learn methods, procedures, policies, and terminology used in attendance accounting and student registration.

Learn District policies and procedures, as well as sections of the Education Code relative to attendance accounting and the registering of students.

Operate a variety of office machines; including a computer work station, Scantron scorer, typewriter, calculator, fax machines, and copiers.

Maintain a variety of records and files.

Perform clerical duties such as filing, duplicating, typing, and maintaining records with speed and accuracy.

Make arithmetic calculations quickly and accurately.

Keyboard at forty-five (45) words net per minute from clear copy.

Learn and utilize the District's records management system.

Plan, organize and prioritize own work despite many interruptions.

Operate a variety of software programs.

Read, interpret, and follow rules, regulations, policies, and procedures.

Communicate effectively with students, parents, or guardians, school personnel, and the general public.

Learn and qualify for a first-aid certificate within three months from date of employment, and to learn and qualify for a CPR certificate within three months of employment in this classification; as well as administer first-aid and CPR techniques as needed.

Maintain confidentiality and utilize discretion in all communications.

Establish effective working relationships with others.

Perform work effectively with minimal supervision.

Work effectively with teenage and middle grade students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) graduation from high school; supplemented by courses in typing, use of a computer work station, including peripheral equipment; office operation procedures; and (2) two years of clerical experience including one year of experience involving record-keeping or records management.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Driver's License.

The securing of a valid First-aid Certificate issued by the American Red Cross or its equivalent, or completion of the Westminster School District basic first-aid training program, and CPR certification within three (3) months of employment in this classification.

Certification will be updated and maintained.

PREPARED BY:	Classified Personnel Department	DATE: 3/96
APPROVED BY:	Board of Trustees	DATE: 5/11/89
APPROVED BY:	Personnel Commission	DATE: 5/11/89
REVISED BY:	Personnel Commission	DATE: 3/26/96
REVISED BY:	Personnel Commission	DATE: 11/23/04

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