

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: REGISTRAR

BASIC FUNCTION:

Under the direction of an assigned supervisor facilitate the scheduling of students into appropriate classes; establish, organize and maintain official permanent records relating to the enrollment, graduation, or withdrawal of high school students; review incoming transcripts for grade and course deficiencies; request records from outside schools and input grades into an assigned database; respond to inquiries regarding student grades; prepare transcripts as requested by other schools; complete authorized record requests; provide official documentation to alumni and outside entities.

REPRESENTATIVE DUTIES:

Request records from outside schools and input grades into an assigned database; analyze foreign, domestic and outside transcripts; interpret data and convert grades and hour credits to corresponding District units; post admissions examination scores as required.

Prepare transcripts as requested by other schools; forward academic, health and other records as appropriate; may prepare notice of indebtedness and clear unpaid financial obligations as appropriate; prepare and mail transcripts for students and alumni in accordance with State law and District policies; collect transcript fees as appropriate; balance transcript monies and maintain accurate and auditable records of monetary transactions.

Review incoming transcripts for grade and course deficiencies; assure course work meets State requirements for graduation; verify accreditation; confer with counselors regarding deficiencies and credit problems; forward incoming academic information to site teachers; disseminate student information to appropriate personnel in accordance with District policies and procedures; prepare and facilitate distribution of progress reports and report cards.

Evaluate and post credits and grades from off-campus courses and other authorized programs that meet requirements and established District policies.

Respond to inquiries regarding student grades from other schools, state officials and outside agencies, employers, parents, authorities and child advocate agencies; verify and provide information contained in permanent student records as appropriate and in accordance with State laws and regulations and District policies and procedures; complete education verifications in a timely manner.

Prepare and maintain student permanent records files.

Provide information as needed for school and private awards; record honors, awards and scholarships received by each student; prepare award certificates; affix picture, emblem, sticker or other award designation to permanent records.

Prepare and type a variety of lists, such as, but not limited to, graduates, non-graduates, senior failure, unsatisfactory and deficiency reports and disseminate the data to appropriate personnel.

Submit lists of graduates for printing; order, process, and proofread diplomas and related graduation materials as required; assist with coordinating graduation activities and preparation of graduation programs.

Prepare and maintain a variety of detailed statistical records, files and reports related to student enrollment and eligibility for graduation; maintain confidentiality of records and information.

Update student records regarding credits and courses needed for graduation; discuss credits and grades with counselors, students and parents; communicate with teachers regarding grade changes, omissions and incompletes.

Provide work direction and guidance to student assistants as assigned.

Maintain current knowledge of District and State graduation requirements and applicable codes and laws and assure compliance with established regulations and timelines.

Operate a variety of office equipment.

Perform other duties related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

State and District requirements for graduations.

District policies and procedures related to registration and permanent student records.

Modern office practices, procedures and equipment, and various computer software such as, but not limited to, Microsoft Word, Excel, and PowerPoint.

Student Information System (SIS).

Record-keeping, report preparation and filing techniques.

Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Organize, compile and evaluate data pertaining to student course work, grades and enrollment.
Operate a variety of office equipment including but not limited to calculator, computer, and word processing hardware, printer, copier, scanner.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Learn and apply rules, regulations, laws and policies pertaining to job.
Make arithmetic calculations with speed and accuracy.
Understand and follow oral and written directions.
Work cooperatively and effectively with others.
Type at 30 words net per minute from clear copy.
Maintain complex records and prepare reports.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency and two years of increasingly responsible clerical experience, including at least one year of experience maintaining student records.

WORKING CONDITIONS:

High school office environment subject to demanding timelines and constant interruptions. Subject to exposure to communicable diseases.