

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: REGISTRAR

BASIC FUNCTION:

Under the direction of an assigned School Site Administrator, perform a variety of complex and technical clerical functions related to the enrollment, transfer, graduation or withdrawal of students according to established policies and procedures; establish and maintain current and former student records including transcripts, cumulative records, files, student course schedules and other student information; evaluate, assess, update and distribute student records for incoming out of district students; perform clerical work as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex and technical clerical functions related student enrollment, registration, transfers, withdrawal and graduation of students; establish and maintain permanent student cumulative files; receive and verify data and grades; process new enrollment packets and transcript requests.

Input data regarding current and new students including grades, credits, test scores and other student information into an assigned computer system; generate a variety of computerized lists and reports related to student information.

Monitor and assess student records to identify graduation deficiencies and eligibilities; send, receive and evaluate transcripts received from other schools to determine allowable credits; communicate graduation deficiencies and eligibilities to appropriate administrators, parents and counselors.

Maintain and archive academic records; review records and reports for compliance with applicable laws, codes, rules and regulations; establish and maintain filing systems; evaluate records and update files with class credits and grades to assure that records are in compliance with graduation requirements.

Perform duties in the registration of new students, transfers and student withdrawals; schedule appointments with incoming students and families and obtain required paperwork; update and enter emergency contact information and immunization data on a continuous basis; enter and update enrollment information as needed.

Prepare a variety of letters, forms, applications, packets, memoranda, reports and correspondence related to school activities, graduation status, student demographics and related matters including immigration and Dream Act packets; mail and disseminate materials and information to students, staff, parents and the public.

Communicate with students, parents, administrators, faculty and various outside agencies to exchange information and resolve issues or concerns.

Compile data related to current and new students including grades, credits, test scores, debt from previous schools and other student information; contact other schools to request transcripts and student information; update student information in response to test scores, grade and schedule changes.

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; prepare transcripts and other records for mailing; purge student cumulative files according to approved policies and procedures.

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

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Practices and procedures for admission, transfer and graduation of students.

State and organizational requirements for graduation.

Modern office methods, procedures and techniques pertaining to record management systems.

Applicable laws, codes, regulations, policies and procedures related to student records.

District organization, operations, regulations, policies and objectives related to position.

Policies, regulations and guidelines governing the student record management process.

Record keeping, file management, report preparation and general office processes.

Operation of a computer and assigned software.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Basic math and arithmetic concepts.

Telephone techniques and etiquette.

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 student records.

Monitor and assess student records to identify graduation deficiencies and eligibilities.

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:

Education: Graduation from high school or equivalent.

Experience: Three years of increasingly responsible clerical experience maintaining student records and communicating with the public.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

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.