

REGISTRAR

DEFINITION

Under general supervision of the Principal or Vice-Principal, to perform specialized clerical and technical work involving high school registrar functions related to admission, enrollment and attendance, evaluation of transcripts, permanent records and reports, and a wide variety of difficult and complex clerical tasks.

DISTINGUISHING CHARACTERISTICS

Positions in this class appear only in senior high schools. They function with a high degree of independence and have responsibility for a specialized function at a district high school. The utmost in accuracy is required since students' records have a long range impact on their careers. Incumbents work closely with teachers, students and parents.

ESSENTIAL FUNCTIONS

Requests, maintains and transmits permanent student records.

Records grades, competency and other test scores on permanent record cards.

Enrolls, transfers and withdraws students.

Requests transcripts of grades from other schools for new students transferring into the high school.

Forward transcripts to other and colleges as requested.

Responds to inquiries from other schools or from employers regarding student grades, attendance, and other information contained in schools student permanent record files.

Evaluates or assists in evaluation of transcripts received from other schools to determine credit to be allowed and to determine comparability of course titles.

Maintains attendance records and prepares school A.D.A. reports.

Prepares list of students eligible for honor roll.

Requisitions, prepares and checks diplomas for graduation.

Maintains transcript, correspondence, and student permanent record files.

Types letters, schedules, grades, transcripts, lists, reports and other materials.

Operates a variety of office machines.

May perform basic secretarial duties for a school administrator.

May direct the work of students or other clerical personnel.

Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office methods and practices, including standard record maintenance procedures and filing systems; correct English usage, spelling, grammar, and punctuation; basic mathematical skills; state and school regulations, rules, and policies, and the ability to apply them with good judgment in a variety of situations.

Ability to:

Learn and apply district rules, regulations and policies; perform responsible and difficult clerical and technical work with accuracy, speed, and a minimum of supervision; prepare and maintain complex records and reports involving a large number of unit records and a large volume of changes; review, interpret, and evaluate applications, transcripts, and other specialized documents; understand and follow instructions on complex matters quickly and accurately; establish and maintain effective working relationships with students, parents, teachers, and co-workers; type at a speed of 50 net words per minute; essential functions require, with or without the use of aids: mobility to move to counter, files and other areas of the school or office; sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate telephone, typewriter and other business machines.

Experience

Two years of broad, varied, and increasingly responsible clerical experience, preferably including at least one year in a California school district.

Education

Equivalent to completion of the twelfth grade.