**JOB DESCRIPTION**
**Tahoe Truckee Unified School District**

# HIGH SCHOOL REGISTRAR

## Purpose Statement:

The job of High School Registrar is done for the purpose/s of completing student enrollment and course scheduling activities; maintaining accurate student records; providing a variety of reports and reference materials; and ensuring compliance with district, state and federal guidelines. The functions of this job classification require the performance of activities that are often of a confidential nature.

## Essential Functions

- Communicates with a variety of persons and/or agencies (e.g. other schools, students, staff, parents, etc.) for the purpose of providing information on a variety of enrollment and graduation issues.
- Compiles student records (e.g. school transfers, health and immunization history, class schedules, etc.) for the purpose of meeting state, federal and/or district requirements.
- Maintains a variety of student records and files (manual and computer) (e.g. report cards, grad checks, failure letters, competency test results, etc.) for the purpose of documenting and/or providing reliable information.
- Maintains inventory of office supplies for the purpose of ensuring the availability of items as needed.
- Monitors assigned district activities and/or program components (e.g. permanent record tracking and storage, report card issuance, testing materials, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Performs enrollment activities (e.g. interpreting transcripts, updating automated student information system, etc.) for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Prepares a variety of scheduled and special request reports and written materials (e.g. report cards, class rankings, grade checks, failure letters, master schedule, etc.) for the purpose of meeting state, federal and/or district requirements.
- Processes a variety of documents and materials (e.g. new registrations, transcripts and transcript requests, grade books, withdrawals, etc.) for the purpose of disseminating information to appropriate parties.
- Supports assigned administrative personnel at school site for the purpose of providing assistance with their administrative functions.

## Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

## Job Requirements: Minimum Qualifications

### Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating standard office equipment; performing standard clerical procedures; preparing and maintaining accurate records; keyboarding; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws; and office methods and practices

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; working under time constraints; maintaining confidentiality and working with frequent interruptions.

## Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is often required to perform the job's functions.. There is a continual opportunity to impact the Organization's services

## Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

## Required Testing

Pre-employment Proficiency Test

## Certificates & Licenses

None Specified

## Continuing Educ. / Training

None Specified

## Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

| FLSA Status | Approval Date | Salary Grade |
|---|---|---|
| Non Exempt | | Clsfd. 18 |