Position:	Registrar	FLSA: Non-exempt
Department:	Secondary School Levels	Salary Grade: 10
Reports to:	Principal or Designee	

OVERALL OBJECTIVE AND SUMMARY

Performs a variety of complex clerical and statistical record keeping duties related to the enrollment, graduation or withdrawal of high school students according to established policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares and maintains students' permanent record cards. Enters information according to established procedures. Receives new data and/or revisions, enters data, routes updated information to appropriate staff or departments. Generates periodic reports.

- Requests transcript of grades from other schools for new students transferring into school. Verifies and responds to inquiries from other schools, employers or authorized agencies regarding student grades, attendance and other information contained in student files. Responds to requests for student records from colleges and other institutions.

- Assists parents with the completion of registration materials. Provides brief orientation to new parents and students.

- May verify enrollment and attendance records for Social Security, Social Services, Department of Education, auto and medical insurance companies.

- Evaluates transcripts received from other schools. Converts grade and hour credits to corresponding units used within the District as necessary. Encodes for district student database.

- Maintains and updates master course schedules.

- Processes class changes, drops, withdrawals and reinstatement records.

- Trains and provides work direction to student assistants as assigned.

- Prepares a variety of eligibility reports of students from grades listed in student permanent record files. Maintains student records on proficiency tests. Records names of students who attain passing scores.

- Maintains transcripts, correspondence and student permanent record files.

- Assists teachers in the transfer or change of student grades. Assists with attendance records as assigned.

- Reviews senior students' records with counselors to assure students' compliance with graduation requirements.

- May also perform backup in reception, attendance, and other clerical activities.

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Record keeping, data entry, file management, general office, and clerical skills.
- Student registration process, origination and compilation of cumulative student records, and the course/activity schedules of the school.
- Modern office practices, procedures and equipment.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Proper English usage, grammar, spelling, punctuation and basic arithmetic skills.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned office equipment.

Ability to:

- Learn applicable District policies and procedures and State Codes.
- Organize and develop controls for the security of large volumes of alpha and numeric student data.
- Convey school performance, programs, policies, and procedures to new students and parents.
- Prepare professional correspondence and reports.
- Maintain a complex set of records and reports consistent with defined requirements.
- Translate subjects and credits from other schools and adapt them to the District's grading system. Interact with a wide range of formal and informal contacts with courtesy and patience.
- Maintain the confidentiality of student records and information.
- Perform all of the clerical and record keeping duties of the position including operation of computer software programs.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Communicate with students, staff, parents and the public using tact, diplomacy and courtesy, and in a manner that reflects positively on the department and District.
- Type at a minimum rate of 45 words per minute from clear, legible copy and pass a qualifying clerical test.
- Effectively communicate both orally and in writing.
- Operate a variety of standard office machines and equipment.
- Use a variety of computer software programs including, but not limited to, word processing and spreadsheets.

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate.

- Sufficient visual acuity to recognize words, letters, and numbers.
- Sufficient speaking and auditory ability to carry on conversations in person and over the phone.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

The position requires a High School diploma or equivalent. Additional business or secretarial training is desired. A minimum of three years of increasingly responsible clerical or record keeping experience within a school office environment that includes records, attendance, and data entry of student information is desired.

LICENSES AND CERTIFICATES

Typing certificate for 45 w.p.m.

Adopted: June 2001
Revised: June 13, 2007
Range Updated: July 1, 2025 per CBA