

## **JOB DESCRIPTION**

### **San Diego County Office of Education**

#### **PROGRAM REGISTRAR**

##### **Purpose Statement:**

Under general supervision, the Program Registrar independently performs complex technical and clerical duties related to the maintenance of student records according to established rules and regulations for assigned programs; trains and audits the work of assigned staff in processes related to student information systems and records, transcript evaluation, and graduation requirements; and serves as the main point of contact on student records for students, staff, and the public for assigned programs.

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##### **Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

##### **Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

##### **Essential Functions:**

- Performs various specialized and technical duties in the preparation, and maintenance of manual and automated scholastic records, school transcripts and student ingoing and outgoing cumulative files.
- Establish and maintain permanent student records; enters transcripts into student data systems; reviews and alters grades as needed.
- Provides student grade and education verification; maintains records of required consent forms for student record release, including requesting agency.
- Processes students for graduation and maintains graduation database.
- Collaborates to research, update, and maintain A-G requirements in assigned databases to assist students in meeting eligibility requirements for California State University and University of California systems.
- Compiles, screens, and researches background data of incoming and former students.
- Provides technical support to assigned student information and student records request systems; assists users with routine issues; and collaborates with vendors or IT staff to

implement and test system updates and troubleshoot more complex system issues as needed.

- Organizes and maintains immunization records and competency tests.
- Coordinates and audits input of data into student information systems, including demographic information, transcripts, grades and educational plan data.
- Compiles data and generates reports from student information systems, as required.
- Trains and audits the work of technical staff related to student information systems and student records for assigned programs; prepares and maintains training guides, handbooks, presentations, and related materials for this purpose.
- Establishes, maintains, updates, and prints student transcripts and diplomas.
- Prepares a variety of letters, forms, certificates, reports, or correspondence related to school activities, graduation status, and related information; disseminates information to students, staff, agencies, and the public according to established procedures.

#### **Other Functions:**

- Perform other related duties as assigned.

#### **Job Requirements: Minimum Qualifications:**

##### **Knowledge and Abilities**

##### **KNOWLEDGE OF:**

Student information systems utilized for attendance accounting, enrollment, and transcript preparation;

State requirements for graduation;

State rules and regulations governing attendance accounting;

Report preparation and automated recordkeeping systems;

Modern office procedures, organization and equipment;

Personal computer operations and related word processing and spreadsheet applications;

##### **ABILITY TO:**

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Work with close attention to detail and accuracy;

Collect data and prepare correspondence and reports;

Read and accurately interpret laws, rules, and regulations pertaining to student records, graduation requirements, and other topics pertinent to the classification;

Make decisions on procedural matters within the scope of established policy;

Type accurately at a rate of speed sufficient for successful job performance;

Communicate effectively orally and in writing;

Establish effective working relationships with students, parents, staff and outside agencies;

Work effectively independently and as part of a team with minimum supervision;

Organize and prioritize work;

Maintain confidentiality of information;

Demonstrate attendance sufficient to complete the duties of the position as required.

**Working Environment:****ENVIRONMENT:**

Duties are typically performed in an office or school site setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

**Education:** High school diploma or equivalent document; and

**Experience:** Two (2) years' experience working with student information systems and records in a K-12 setting. Experience with alternative education settings preferred.; or

**Equivalency:** A combination of education and/or experience equivalent to a high school diploma or equivalent document and two (2) years' experience working with student information systems and records in a K-12 setting.

**Required Testing**

N/A

**Certificates, Licenses, Credentials**

N/A

**Continuing Educ./Training**

N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

**FLSA Status:** Non-Exempt

**Salary Grade:** Classified Support, Grade 048

**Established:** 06/2025

**Personnel Commission Approved: June 18, 2025**