JOB DESCRIPTION

Registrar

Reports to:	Principal, Assistant Principal High School	**Employment Group / Salary Range:**	Classified Range K
Dept:	Student Services	**FLSA:**	Non-exempt
Annual Work Days:	261	**Formal Review Date:** **Board Approval Date:**	9/15/23 10/2/23

PRIMARY FUNCTIONS

Under general supervision, performs a variety of high school enrollment and attendance tracking and reporting functions; communicates with parents and guardians regarding enrollment issues; requests and reviews records from previous schools; evaluates transcripts; performs advanced tracking and reporting to meet state mandates; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Registers new students and transfers students for high school; requests, imports and verifies accuracy of students' demographic data and cumulative file per district policy; provides information and assistance to parents regarding enrollment requirements and online registration.
- Enters data and maintains permanent student records of current and former students including students on Home Study and Independent Study in student information system and other databases; processes report cards and progress reports; uploads final transcript upon graduation; sends records and transcripts to other schools and colleges and reporting to Cal Grant.
- Prepares and requests records from other districts for transfer and migrant students; uploads transcripts, court orders, foster care intake forms, medical records, education plans and other confidential records impacting student placement.
- Prepares requested records from previous and graduated students, as well as outside agencies.
- Notifies counselors, case managers and appropriate support personnel to review student records and establish appropriate student support services; gathers data to assist Counselors articulate courses taken in other districts; assists with scheduling Counseling appointments.
- Generates attendance and enrollment reports for management, program tracking and compliance or attendance audits; runs student enrollment reports and assists administrator with tracking class limits; assists District office with tracking of student intra-district transfers, moves and/or enrollment in another school district.
- Maintains lists and verifies enrollment and attendance of students in foster homes, foreign students, welfare recipients and for other agencies; and gathers attendance data for truancy letters.
- Withdraws students from school and prepares weekly withdrawal list.

- Assists with graduation and awards ceremonies; creates/orders certificates and awards, programs and invitations.
- Assists front office with parents and phone calls, as well as attendance tracking and reporting.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or GED equivalent and two years of progressively responsible attendance and enrollment experience; or an equivalent combination of training and experience.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- Ability to speak and write Spanish is desired.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Customer service practices and telephone etiquette.
- Modern office practices, procedures and equipment including advanced knowledge of computers and applicable software programs.
- Practices and techniques of sound business communication and report writing; correct English usage, including spelling, grammar and punctuation.
- District student information systems operations, practices and procedures applicable to recording enrollment and attendance.
- Student records management, recordkeeping and filing.
- District policies, procedures and rules regarding enrollment, transfers and attendance reporting.
- Basic research methods and statistical analysis techniques.
- Safety policies and safe work practices applicable to the assignment.

Skills and Abilities to:

- Communicate information accurately and effectively; comprehend requests for information or assistance; maintain a courteous and tactful manner when under pressure or in antagonistic situations.
- Track and report statistical and financial information utilizing complex spreadsheets and databases.
- Perform mathematical calculations.
- Maintain accurate attendance and enrollment records.

- Maintain current knowledge of applicable District policies, rules and procedural guidelines and federal and state laws and regulations.
- Interpret and explain complex attendance policies and procedures.
- Liaison effectively on behalf of the District with parents, guardians and students.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software including purchasing and accounting software and systems.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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Employee Signature ***Date***

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Name Printed