JOB DESCRIPTION

JOB TITLE: Registrar

Job Family: Clerical/Secretarial Services

Range: 32

Job Purpose Statement/s: The job of "Registrar" is done for the purpose/s of performing a variety of responsible clerical support duties involved in student registration, admissions, and/or records maintenance and to provide support services for school administrators; may train, direct and supervise student assistants and are responsible for the timely and accurate maintenance and processing of students' permanent record files and for ensuring the confidentiality of same.

Essential Job Functions:

* **Establishes** and maintains individual students' permanent records and files; ensuring the accuracy, timeliness and confidentiality of recorded information.
* **Requests** records for incoming students including cumulative folders, transcripts, test results and health records from previous schools; converts units of incoming transcripts to District system as necessary.
* **Prepares** transcripts and accompanying records for student transfers; assisting with withdrawal procedures when necessary.
* **Collects** withdrawal grades and prepares and forwards student transcripts and accompanying records as requested.
* **Records** grades and maintains accurate lists to assure that qualifications and/or eligibility requirements are met for graduation, honor roll, athletic program participation, etc.
* **Processes** paperwork necessary to enroll new students.
* **Processes** changes in student class schedules and updates enrollment records.
* **Checks** records for discrepancies, corrects errors and re-files as necessary.
* **Answers** questions and verifies information regarding enrollment, grades, etc., for authorized persons and agencies.
* **Computes** grade point averages for individual students and establishes class rankings.
* **Prints**, distributes, collects and relays forms to and from teachers/District Office at grading periods.
* **Maintains** roster of official names for graduating seniors; orders diplomas.
* **Updates,** prints, verifies and files permanent transcripts.
* **Creates** and maintains computerized data files.
* **Orders** grading and computer system supplies.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Two (2) years experience in responsible clerical/secretarial work.
* **Skills**, **Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding accurately at a rate of 30 words per minute; operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation.

  Knowledge of proper office methods, techniques and procedures including report writing and proper telephone techniques. District policies and procedures related to student registration, admissions and records maintenance.

  Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instructions, interact with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversation, near visual

acuity/visual accommodation. Operate standard office equipment including computer terminal, calculator, copy machine, printer, etc.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Valid California Driver's License.