

REGISTRAR

Purpose Statement

The job of Registrar was established for the purpose/s of registering of students and maintaining computerized student records and files; providing student information to authorized parties in compliance with established policies; and providing general clerical support, information and/or direction as may be assigned.

This job reports to Principal

Essential Functions

- Adds sections to the master schedule (e.g. course numbers, sections, teachers, room numbers, number of seats available, periods, term and days for each section, etc.) for the purpose of ensuring student course and class size requirements are accurate.
- Coordinates a variety of activities (e.g. transfer, storage, destruction and researching of student records; schedules; Pinnacle Program; etc.) for the purpose of accessing student information and/or delivering services in conformance with established guidelines.
- Informs Administrators and/or Counselors of possible student course deficiencies or unusual placements for the purpose of ensuring student success and course requirements in accordance with District policy.
- Interprets transcripts of incoming students for the purpose of transferring grades and semester credit hours into the district student information system.
- Maintains a variety of manual and electronic files, documents and records (e.g. grades, transcripts, schedules, student information, etc.) for the purpose of documenting and/or providing reliable information relative to student records.
- Performs in a variety of technical and clerical duties involved in registering and scheduling students for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Processes a variety of documents and materials (e.g. grade requests, honor rolls, class rank, lists, seniors' quality points, progress report, reports cards, scanning grades, new student files, annual rollovers, required attendance reporting, etc.) for the purpose of disseminating information to appropriate parties.
- Researches and compiles data/information for the purpose of ensuring compliance with Federal, State, and District reports.
- Responds to inquiries of staff, other educational institutions, the public, parents and/or students for the purpose of providing information and/or direction.
- Verifies student information (e.g. grades, student information, etc.) for the purpose of ensuring the accuracy of the information.

Other Functions

- Attends in-service trainings, staff meetings, workshops, etc. as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; modern office practices and procedures; concepts of grammar and punctuation; and business telephone etiquette.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a 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 diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. 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 to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some 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: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Keyboarding test and other pre-employment proficiency testing may be required.

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 50

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____