

REGISTRAR I

DEFINITION

Under general supervision, the Registrar I performs tasks using independent judgment to maintain student records and transcripts of students. This position requires the incumbent to perform clerical assistance duties. Performance at this level requires knowledge of departmental procedures and precedents.

ESSENTIAL FUNCTIONS

- Perform clerical duties using independent judgment to establish, maintain and monitor student records
- Assist with the registration of new students
- Review registration materials for completeness and adherence to District and state requirements
- Set up and maintain student record files, record grades, grade changes and previous schools attended
- Prepare packet for counselor for each incoming new student
- Enter new students in the student records management system
- Prepare letters, reports, memoranda, bulletins, emails and other documents including material of a confidential nature
- Process incoming and outgoing student cumulative records and forward to appropriate personnel and/or locations
- File transcripts, grade changes and other documents in student records and update as needed
- Request cumulative records from previous schools and follow up to assure receipt of records
- Receive and respond to requests for cumulative records from other schools
- Maintain related records, lists, files and prepare reports
- Update and maintain student data in computer regarding withdrawals, student schedules, process changes and print new schedules
- Provide information by telephone or in person, receive information and refer messages to appropriate personnel or outside agency
- Maintain confidentiality of information according to established guidelines
- Monitor and track student requests
- File required state and standardized testing scores, College Board SAT scores, ACT and AP scores, community service forms, College Board testing, grade reports and other site testing information for all grade levels
- Respond to inquiries regarding current records for students, parents, teachers, other schools, juvenile hall and probation, in accordance with state and federal laws
- Prepare final transcripts and cumulative files for outgoing and inactive students for storage
- Review incoming cumulative files for Special Education, ELD, discipline and expulsion documents
- Share information with Special Education, Child Welfare and Attendance and ELD departments, if needed
- Understand and follow written and oral direction
- Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work
- Maintain a high level of ethical behavior and confidentiality of information about students and staff
- Participate in District in-service training as required
- Utilize and promote the 40 Developmental Assets
- Perform other duties as required

QUALIFICATIONS

Knowledge of:

- State Education Code regarding laws and procedures related to student records

- District master course data, hours, credits and grading policies
- Current office practices, procedures and techniques
- Proper English, grammar, spelling, punctuation, recordkeeping and arithmetic
- Effective office procedures and time management strategies
- Operation of common office machines and equipment
- Microsoft Office and Google Drive programs
- Effective reception and telephone techniques
- Proper letter and report composition and proofreading techniques
- Correct English usage in both written and verbal form
- Correct spelling, grammar and punctuation
- Organization and coordination of clerical functions of above average difficulty
- District records, reports, and practices relating to enrollment, attendance, registration and student records
- Basic math
- The 40 Developmental Assets

Ability to:

- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Complete a DMV Employer Pull Program - Authorization for Release of Driver
- Type accurately at a rate of 45 net words per minute or higher
- Perform duties using independent judgment to establish, maintain and monitor the permanent school records of students
- Work independently with little direction
- Maintain complex records and prepare reports
- Communicate effectively both orally and in writing
- Plan and organize work
- Learn, interpret and apply administrative and departmental policies, laws and rules with good judgment
- Compose correspondence independently
- Perform clerical and secretarial work with accuracy and speed
- Compile and maintain accurate records and reports
- Carry out general directions independently
- Function well in a busy office environment
- Operate standard office equipment, computer and electronic devices
- Use good judgment in the application of District and school policies
- Demonstrate tact, diplomacy and good judgment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand and carry out handwritten/typed documents
- Accept change positively and support new ideas and methodologies
- Relate effectively with racially and ethnically diverse staff, students and community members
- Maintain consistent, regular and punctual attendance
- Follow District, state and federal rules, policies, regulations and laws
- Meet rigorous timelines and schedules
- Work effectively as a member of a team

EDUCATION (diplomas, licenses, certificates)

- High School Diploma or General Education Diploma (GED)
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle

EXPERIENCE

- One year of responsible and varied secretarial and clerical experience
- One year of responsible office level experience including public contact or service involved with

- school-aged children
- Experience in a public school setting or directly working with students (preferred)

WORKING CONDITIONS

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Ability to lift and carry 30 pounds
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Ability to sit for extended periods of time, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

EQUAL OPPORTUNITY EMPLOYER

Created 06/03/2019

Board Information Item 06/11/2019

Board Approved