

REGISTRAR II

DEFINITION

Under general supervision, the Registrar II performs complex duties using independent judgment to establish, maintain and monitor the permanent school records of high school students and coordinates and reviews work of other personnel assigned to assist in updating and maintaining records.

ESSENTIAL FUNCTIONS

- Perform complex duties using independent judgment to establish, maintain and monitor the permanent school records of past, present and future high school students
- Review registration materials for completeness and adherence to District and state requirements
- Evaluate foreign and domestic transcripts
- Prepare permanent records for incoming students in the computer system history file
- Prepare packet for counselor for each incoming new student
- Request records from within and out-of-District schools
- Post credits and grades earned from school year, off-campus courses, college courses and summer schools outside of District
- Calculate grade point averages
- Change credits according to established procedures
- Communicate and monitor grade reporting procedures to counselors, teachers and staff
- Prepare report cards and mail outgoing report cards to parents
- Communicate with other office personnel regarding forms, procedures and control of records
- Review senior student records with counselors to assure student compliance with graduation requirements
- Forward materials to other office personnel and monitor processed materials
- Prepare letters, reports, memoranda, bulletins, emails and other documents, including material of a confidential nature
- Respond to legal inquiries regarding current and previous high school records for students, parents, teachers, other schools, background verification agencies, juvenile hall, probation, military recruiters, government and other agencies, in accordance with state and federal laws
- Send records to other schools according to established procedures
- Maintain various complex and confidential files and permanent records
- Compose reports independently or from oral instructions
- Maintain accurate filing system of cumulative files for active and inactive students
- Prepare final transcripts and cumulative files for graduates and inactive students for storage
- Prepare diploma name list for District Office
- Order and distribute diplomas and related materials for graduation
- Tag graduates, summer school graduates and non-graduates with appropriate status for permanent records
- Prepare transcripts for current and former students for college applications, NCAA Clearinghouse and scholarships
- Assist students with requests for transcripts
- Create course data for all college courses and for new courses with appropriate credits, classification, UC/CSU and CBEDS coding
- Create and update site college handbook policies and coordinate written grading and valedictorian policies
- Review incoming cumulative files for Special Education, ELD, discipline and expulsion documents
- Share information with Special Education, Child, Welfare & Attendance, and English Language departments, as needed
- Prepare and research information for drop-out reporting for the state, and assist as needed for site CBEDS reporting

- File and record 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
- Assist with planning for returning student registration
- Create and send mailers
- Utilize student and parent volunteer assistance
- Coordinate and review work of other personnel assigned to assist in updating and maintaining records
- Operate various office machines, including a computer, typewriter, copier, fax and other standard office machines as assigned
- 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 assigned

QUALIFICATIONS

Knowledge of:

- State Education Code regarding laws and procedures related to student records
- Graduation requirements, course titles and content
- District master course data, hours, credits and grading policies
- Standard 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; modern office practices
- 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, student records, time reporting and personnel
- Basic math and bookkeeping
- 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 complex duties using independent judgment to establish, maintain and monitor the permanent school records of high school 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 difficult 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 (degrees/licenses/certificates)

- High School Diploma or General Education Diploma (GED)
- Training or coursework in typing, office management, data storage and retrieval systems, office methods and procedures, or other related areas preferred
- 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

- Three years of responsible and varied secretarial and clerical experience
- One year of student record keeping experience
- 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

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Board Approved