



**CLASS TITLE: HIGH SCHOOL REGISTRAR
UNIT 1**

BASIC FUNCTION:

Under the direction of the Principal, prepare, maintain, modify and evaluate manual and automated scholastic records for the high school; monitor and assess student records to identify graduation deficiencies and eligibilities; obtain and respond to requests for student records and information; utilize independent judgment and knowledge of Education Code regulations, District policies and procedures to maintain and respond to request for student records and information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Prepare, maintain, modify and evaluate manual and automated scholastic records; establish and maintain permanent student records and related filing systems; maintain confidentiality of sensitive and privileged information.

Monitor and assess student records to identify graduation deficiencies and eligibilities; communicate graduation deficiencies and eligibilities to appropriate administrators, parents and counselors.

Register new and returning students according to established procedures; verify student residency; make appointments with Counselors; evaluate transcripts received from other schools to determine allowable credits; communicate with parents and students regarding the registration process; arrange for printing and disseminating student schedules.

Compile data related to current and new students including grades, credits, test scores and other student information; contact other schools to request transcripts and student information; update student information in response to grade and schedule changes; calculate GPA's.

Provide clerical support for the counseling office; respond to inquiries and provide assistance to staff, students and the public; schedule counseling appointments; answer telephone calls and provide information and assistance to callers, visitors, staff and students; participate in department mailing activities.

Respond to inquiries from students, parents, staff, schools, alumni and various outside agencies concerning student information; provide official or unofficial transcripts and information related to student grades, credits, graduation status and related data; prepare transcripts for mailing.

Prepare a variety of letters, forms, applications, packets, memoranda, reports and correspondence related to school activities, senior graduation status, student demographics and related information; disseminate materials and information to students, staff, parents and the public.

Review program and schedule changes and modify student records; distribute information concerning student schedule changes to faculty and other departments.

Serve as custodian of student records; review and process student's accumulated records for archiving according to the Education Code.



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Input data regarding current and new students including grades, credits, test scores, attendance and other student information into an assigned computer system; maintain automated student records; generate a variety of computerized lists and reports related to student information.

Communicate with students, parents, staff and the public regarding student grades, enrollment process, withdrawing students, and related policies and procedures.

Operate a variety of office equipment including a calculator, copier, fax machine, scanner, folding machine, computer and assigned software.

Distribute, collect, and process scanned grade forms, report cards and variety of specialized forms and applications; review for completeness and accuracy; duplicate materials as necessary.

Order and process diplomas, caps, gowns and related graduation materials as required; prepare lists of graduates and submit for printing; assist with coordinating graduation activities and preparation of graduation programs.

Participate in a variety of assigned activities such as testing activities, archiving records, notifying appropriate personnel of new or continuing English Language Learner and Special Education students, sending free/reduced lunch applications to District office, and other activities as assigned.

Assist with the development of the master schedule; input master schedule into appropriate system; assist with balancing classes and resolving student scheduling conflicts; set up new courses as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Transcript evaluation, maintenance and processing methods, procedures and guidelines.

State and organizational requirements for graduation.

Student enrollment procedures and requirements.

Modern office practices, procedures and equipment.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping, report preparation and filing techniques.

Telephone techniques and etiquette.

Oral and written communication skills.

Principles of training and providing work direction.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Data entry techniques.



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ABILITY TO:

- Prepare, maintain, modify and evaluate manual and automated scholastic records for the high school.
- Monitor and assess student records to identify graduation deficiencies and eligibilities.
- Obtain and respond to requests for student records and information.
- Organize, compile and evaluate data pertaining to student course work, grades and enrollment.
- Learn District curriculum and detailed course descriptions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Determine appropriate action within clearly defined guidelines.
- Answer telephones and greet the public courteously.
- Type or input data at an acceptable rate of speed.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain confidentiality of sensitive and privileged information.
- Complete work with many interruptions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience including one year experience maintaining student records.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.