

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: REGISTRAR

BASIC FUNCTION:

Under the direction of an Assistant Principal, perform various complex clerical and statistical record-keeping duties relating to the enrollment, graduation or withdrawal of high school students according to established policies and procedures; prepare and maintain student permanent records and cumulative folders.

REPRESENTATIVE DUTIES:

Prepare and maintain permanent records and cumulative folders on enrolled and incoming students; request necessary records and initiate telephone and written communication relative to student records. **E**

Evaluate incoming student transcripts and transcribe credits to conform with District system; alert counselors to student credit deficiencies or unusual placement possibilities. **E**

Record test scores, academic grades, extracurricular activities, honor roll and pertinent health information. **E**

Assist students, counselors, parents and others regarding student records and registration. **E**

Assist with CBEDS report to the State providing statistics as necessary. **E**

Process student transfers; forward transcripts and records to colleges and other institutions from student permanent records; according to established guidelines and procedures. **E**

Maintain files, type and compose correspondence, memos, reports and other materials for counselors and administrators as needed. **E**

Prepare senior class rank; inform counselors of progress of senior students; compute, record and process grade point averages; calculate junior and senior credits and verify requirements for graduation. **E**

Maintain inactive permanent records; respond to inquiries and requests for records of former students, parents and other related matters. **E**

Operate office equipment including computer terminal and printer, typewriter and calculator. **E**

Assist other personnel with data processing as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accurate record-keeping methods and practices.
- Basic knowledge of data processing and computer output readings.
- Modern office practices, procedures and equipment including filing, statistical record-keeping and typing.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Reading and writing communication skills.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies and objectives.

ABILITY TO:

- Perform complex clerical tasks involving independent judgment and requiring speed and accuracy.
- Establish and maintain official permanent records of students.
- Plan, schedule and coordinate.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Compile, select and evaluate data according to established procedures.
- Post, check and maintain file and statistical records accurately.
- Establish and maintain cooperative and effective working relationships with students, staff and the public.
- Operate office equipment including computer terminal and printer, typewriter and calculator.
- Type at 50 words net per minute from clear copy.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of responsible clerical experience including two years experience working with student records.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Seeing to read transcripts and related student information.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Kneeling, crouching or bending at the waist to retrieve or store records.

Sitting for extended periods of time.