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.