



William S. Hart Union High School District  
 Personnel Commission - Classified Employment  
**OPEN & PROMOTIONAL EXAM ANNOUNCEMENT**  
 Assistant Registrar – Bilingual (Spanish)

Released: January 9, 2019

Assistant Registrar is a 12 months per year, 8 hours per day position. Salary Range 200: \$3,500 to \$4,104 monthly. A 5% bilingual stipend applies for bilingual-required positions.

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$3,500	\$3,649	\$3,801	\$3,955	\$4,104

**New employees are placed on Step 1, 2 or 3 depending on experience.**  
**Current employees maintain longevity compensation; salary may be higher than what is noted above**

**MINIMUM QUALIFICATIONS:** High school diploma or equivalent and post-secondary coursework in a general business discipline, or equivalent, and two years of progressive experience providing administrative support in records, attendance, and data entry of student information. See Pages 2 through 4 for complete job description.

Applications are being accepted from bilingual (Spanish) Promotional applicants (current, permanent WSHUHS employees) and bilingual (Spanish) Open applicants (all other applicants). Candidates who successfully complete the exam process will be merged onto the existing Promotional and Open eligibility lists. The Promotional eligibility list takes precedence. The eligibility list(s) will be used to fill an immediate bilingual-required (Spanish) vacancy at **Golden Valley High School**. These lists will also be used to fill any other vacancies that may occur during the life of the eligibility list(s).

*Some positions in this classification require the ability to speak, read, and write a second language in addition to English, and may require bilingual proficiency for which selective certification may apply (Education Code 45277).*

**APPLICATION DEADLINE:                      Wednesday, January 30, 2019, 4:00 p.m.**

**EXAM PROCESS:**

**Written Exam:** Qualified applicants will be invited to the written exam, tentatively scheduled on **February 13, 2019**. Invitations to the written exam will be emailed by February 6, 2019.

**Qualifications Appraisal Interview (QAI):** The 15 Promotional applicants with the highest, passing written exam scores will proceed to a QAI, tentatively scheduled on or after February 25, 2019. In the event less than 15 Promotional applicants qualify to proceed to the QAI, a sufficient number of Open applicants will be invited to the QAI to result in a total of 15 applicants. Open applicants will be selected in order of highest written exam score.

**Spanish Exams:** Candidates must pass Spanish oral and written exams. Exam dates TBD.

**Exam Weights:** Written Exam – 50%; QAI – 50%; Spanish Exams – Qualifying Only

**APPLICATION INSTRUCTIONS:** All applicants must apply online at [www.applitrack.com/hartdistrict/onlineapp](http://www.applitrack.com/hartdistrict/onlineapp) by **January 30, 2019, 4:00 p.m.** A resume may be uploaded but will not be accepted in lieu of a thoroughly completed online application. From the home page, go to the “External Applicants” section and select “Start an application for employment.” (All applicants, including District employees, must use the External Application.) If you have previously submitted an online application, select “Log-in” to access your saved application. Follow the steps as directed. **On the “Vacancy Desired” section, select Job ID #1858 (Assistant Registrar - Bilingual).** Applications submitted without a Job ID# will not be routed appropriately and will not be accepted. You will receive a confirmation email once your application has been received. **All correspondence (i.e., exam invitations, exam results) will be handled via email from [mailbot@applitrack.com](mailto:mailbot@applitrack.com). Please update your email account to allow email from this sender.**

**NOTIFICATION OF STATUS:** Online applications will be screened to determine if the minimum qualifications are met. All applicants will be notified of his/her qualification status via email by **February 6, 2019**. **If you do not receive an email by this date after checking your junk/spam folder, please contact Tina Cermeno at 661-259-0033, ext 410.**

**ALL APPLICANTS:**

A qualifying score must be achieved on all portions of the examination(s) in order to be placed on an eligibility list. The 15 Promotional applicants with the highest, passing written exam scores will proceed to the QAI. In the event less than 15 promotional applicants qualify for the QAI, a sufficient number of passing applicants from the “open” group will be invited to participate in the QAI to result in a total of 15 applicants. (Open applicants will be selected by order of highest, passing written exam score.) Ranking on a list is determined by scores attained plus any applicable seniority or veteran’s points. **Promotional Applicants:** Current permanent Wm. S. Hart UHSD employees may compete on a promotional basis. All other applicants will be in the Open group, which may result in two eligibility lists, Open and Promotional. Candidates in the top three ranks of the Promotional eligibility list shall be certified to the Hiring Authority. In the event fewer than three ranks exist on the Promotional eligibility list, sufficient names shall be certified from the Open list to allow a choice of three ranks. Merit Rule section 2.14.C, Review and Appeals of Examination states, “if a candidate wishes to protest any part of the examination, the protest must be submitted in writing to the Classified Personnel Director during the five (5) day review period”. The review period is the days following notification of your test results. Please review this section in the rules for additional details. If you have any questions, please contact the Personnel Commission Office at (661) 259-0033, ext. 410.

*The William S. Hart Union High School District Personnel Commission is committed to equal employment opportunity for all individuals. District employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. Reasonable accommodation in the testing process will be provided to all applicants with disabilities. Persons needing reasonable accommodation, please notify the Personnel Commission Office at 661-259-0033, ext. 410 at least 48 hours prior to the exam.*

**William S. Hart UHSD • 21380 Centre Pointe Parkway • Santa Clarita, CA 91350 • (661) 259-0033; Fax (661) 254-5313**  
[www.hartdistrict.org](http://www.hartdistrict.org) (Job Opportunities/Classified)

Position: Assistant Registrar	
Job Family: Secretarial/Clerical	FLSA: Non-exempt
Approved by: Personnel Commission, December 9, 2009 Revised: 5-13-15, 12-15-16, 10-11-18	Salary Range: 200

**Summary**

Under the direction of the principal or assigned administrator, performs clerical and statistical record keeping duties related to the enrollment, graduation or withdrawal of high school students including those in special programs, according to established policies and procedures. Responsible for summer school data processing under the supervision of the Summer School Principal. Receives, establishes, and assists in evaluating records. Enters data to update electronic and manual student files.

**Distinguishing Career Features**

Assistant Registrar is a primary level technical/clerical position in a career path for student records management, and requires the ability to enter student information to permanent records, intake new student requests, and establish student records.

***Advancement potential among the technical career pathway is based on need and compliance with the minimum qualifications and competencies required of the classification***

**Essential Duties and Responsibilities**

***Statements intended to describe general scope and level of work, and are NOT an exhaustive list of responsibilities required of classification***

- Enters student data to electronic and manual student information files using preset data entry screens.
- Receives new data and/or revisions, enters data, and routes updated information to appropriate staff or departments.
- Participates in enrolling new students. Verifies that parents have all required documents (e.g. proof of birth, visas, residency, etc.)
- Establishes initial communications for counselors to meet with parents and students.
- Assists parents with the completion of registration materials. Provides basic orientation to new parents and students on registration and school policies and procedures. Prepares and maintains students' permanent records.
- Prepares necessary paperwork for withdrawing students. Communicates with counselors, attendance, teachers, administration and receiving school as needed.
- Requests transcript of grades and cumulative files from other schools for new students transferring into the District and school. Verifies authenticity of requests and responds to inquiries from other schools, colleges, employers or authorized agencies regarding student grades, attendance, and other information contained in student files.
- Uses dedicated software to transmit transcripts to colleges and universities.
- Assists in evaluating transcripts received from other schools. Converts grade and hour credits to corresponding units used within the District. Enters student information for district student databases.
- Processes summer school data, including enrollment, withdrawals, storage of hard copy grade sheet forms, and prepares report cards.
- Establishes grading window and verifies that teachers have imported grades into the student information systems in an accurate and timely manner. Conducts audits for missing or incomplete grade reporting, working with teachers to ensure accuracy.
- Enters course schedule information to student databases, indexed in such a way that numbers, titles, and descriptions appear in student files.
- Prepares eligibility lists of students from grades listed in student permanent record files.

- Maintains student records on proficiency tests. Records names of students who attain passing scores.
- Assists in reviewing students' records with counselors to assure students' compliance with advancement and graduation requirements. Assists in compiling graduation lists.
- Maintains individual immunization records for new students, reviews need for immunizations according to State and County mandates, and updates immunization records accordingly.
- May prepare reports for attendance and perform other administrative support consistent with the needs of the school site.
- May verify enrollment and attendance records for various authorized state and/or federal government agencies, programs, public or private entities.
- Researches and produces transcripts from prior students using digital or manual record sources.
- Maintains records and reports that comply with district, federal and state mandates.
- May provide oral and/or written translation for non-English speaking individuals.
- Performs other duties as assigned that support the overall objective of the position

## **Qualifications**

### **Knowledge and Skills**

- In-depth knowledge of registration and student file requirements, policies, and procedures, including origination and compilation of cumulative student records, course/activity schedules of the school, and matriculation and graduation requirements.
- Extensive knowledge of student information system.
- Working knowledge of applicable District policies and procedures and State Education Codes.
- Advanced knowledge of and skill at using office productivity software and applications.
- Record keeping, data entry, file management, general office, and clerical skills.
- Skill at organizing and developing controls and procedures for the security and privacy of large volumes of student data.
- Sufficient interpersonal skills to convey a positive image of the school, school performance, programs, policies, and procedures to new students and parents.
- Sufficient writing skills to prepare routine, yet professional correspondence and reports.

### **Abilities**

- Maintain complex records and reports consistent and compliant with defined requirements.
- Enter data to computer-aided student records.
- Translate subjects and credits from other schools and adapt them to the District's grading system and school calendar.
- Interpret, apply, and communicate District policies and procedures and State Education Codes covering registration, records, matriculation, and graduation.
- Interact with a diverse range of formal and informal contacts with courtesy and patience.
- Maintain the privacy of student records and information.
- Provide outstanding customer service to internal and external customers.
- Skill in maintaining a high attention to detail to ensure accuracy and completeness.
- Ability to demonstrate high dependability to complete assignments according to schedule.
- Skill in demonstrating adaptability and flexibility.
- Ability to deal with a variety of contacts in a tactful and diplomatic matter.
- Skill in conveying information in a clear, concise and accurate manner.
- Analyze difficult situations and develop a plan of action.
- Ability to function under pressure and to multi-task.

### **Physical Abilities**

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to sit for extended periods of time, to use microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Near vision to read printed materials.
- Auditory ability to carry on conversations in person and over the phone.
- Retrieve work materials from overhead, waist, and ground level files.

- Manual and finger dexterity to write, keyboard at 40 w.p.m., operate microcomputer, and to operate other standardized office equipment, requiring repetitive motions.

### **Education and Experience**

High school diploma or equivalent, supplemental coursework, and two years of progressive experience providing administrative support in records, attendance, and data entry of student information.

### **Optional Second Language**

*Some positions in this classification require the ability to speak, read, and write a second language in addition to English, any may require bilingual proficiency for which selective certification may apply (Education Code 45277).*

### **Licenses and Certificates**

May require a valid California driver's license.

### **Working Conditions**

Work is performed indoors where minimal safety considerations exist.