

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: REGISTRAR

BASIC FUNCTION

Under the direction of the principal or designee at a comprehensive high school, to perform a variety of technical and responsible clerical activities and functions concerning the establishment and maintenance of automated and manual student records, scholastic records, student course schedules and other secondary student information; to review, update and distribute student records for transfer and storage; and to do other related work as required. Incumbents in this classification provide students, staff and the public with administrative support services (for high school sites) which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Evaluates, prepares, updates and maintains student scholastic records including the development of permanent student record files
- Serves as the first point of communication for new student enrollment and registration
- Designs reports options and queries to provide personnel with customized, specific information
- Purges student record files and prepares permanent student files for archived storage; collaborates with District Warehouse for pick up and shredding of nonessential files
- Receives, reviews and develops a preliminary evaluation of enrolling student transcripts and coursework comparability with local school coursework
- Assists in the determination of student progress toward graduation, and whether students meet graduation requirements; assists administration in coordinating disbursement of diplomas
- Inputs and extracts data from an automated data management, storage and retrieval system
- Compiles student record information and prepares reports and summaries
- Prepares materials and forms related to student grade reporting
- Responds to telephone contacts and provides callers with appropriate student information and data
- Responds to written requests from appropriate agencies and persons regarding student information and records
- Inputs data into student information system to maintain the master student schedule, student enrollment information, student transcript detail, grades and a variety of other related student information
- Seeks out, evaluates and maintains student residency information, and assists members of the educational community and others with information regarding student attendance areas, including inter-and intra-District permits
- Reviews cumulative records to ensure accuracy and completeness, and that the content complies with State regulations and District policies and guidelines
- Records and inputs student course grades and assist in the preparation of grade reports
- Organizes, develops and maintains a student data storage and retrieval system
- Prepares and maintains a variety of written and electronic documents, files and records to document activities, provide reliable information, and comply with District, State and Federal requirements
- Reviews, performs preliminary evaluations and processes student transcripts for distribution
- Attends meetings and training sessions to convey and receive information; and to keep current with changes, modifications and enhancements
- May administer routine First Aid and contact appropriate person and agency in event of serious illness or injury
- Performs other duties related to the class as assigned

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JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill to:

- English usage, spelling, grammar, punctuation, and arithmetic concepts
- Make simple arithmetical calculations accurately

Knowledge of:

- Modern office methods, procedures, and techniques pertaining to a secondary school student record management system
- Legal provisions, policies, regulations and guidelines governing the student record management process
- Standard office machines and equipment, including computer terminals and microcomputers and a variety of application software; automated record management, storage, and retrieval systems

Ability to:

- Perform responsible and technical clerical work with speed and accuracy
- Accurately interpret and apply legal mandates, policies, regulations and guidelines
- Effectively organize, monitor and lead clerical personnel
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Establish and maintain positive and effective working relationships
- Perform complex or varied tasks
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapts easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Keyboard at an acceptable rate of speed

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time occasionally, and frequently lifting or carrying of objects weighing up to 25 pounds. The work may occasionally involve ascending stairs and ramps and involve sitting for extended periods of time. If someone can do medium work, it is deemed that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Three (3) years of experience performing varied general office or clerical functions, preferably involving an automated secondary student record management system.

Education:

Equivalent to the completion of High School, including or supplemented by coursework or training in student transcript analysis, data entry, typing, automated record management, and general office practices.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possess and maintain a valid First Aid Certificate