

Escondido Union High School District Job Description

Job Title: Registrar
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 29
Approved By: Board of Education
Approved Date: June 17, 2014

NATURE OF WORK

Under general supervision of a designated site administrator, and with a minimum of direct supervision, performs complex clerical tasks and be responsible for the accurate maintenance of confidential student records.

ESSENTIAL DUTIES include the following. Other duties may be assigned.

Input master schedule and modifications to the schedule.

Maintain all student cumulative confidential folders and permanent records.

Maintain student custody records; both electronic and hard copy.

Receive, evaluate and record transcripts from prior schools.

Verify and mail official records or transcripts while abiding with current legal requirements for document release.

Provide copies of transcripts as requested.

Receive grades and grade changes and process them to county student information system.

Order or prepare reports and labels based on student information from San Diego County Office of Education Student Information System (SIS) – Genesis, CALPADS

Verify and compute grade point averages.

Mail report cards.

Process new students and withdrawing students.

Order diplomas and maintains graduation lists.

Compile Honor Roll.

Follow up on an intra/inter district transfers.

Maintain records of students taking California High School Proficiency Exam and distributes certificates.

Maintain up to date file for student addresses, phone numbers and schedules.

Schedule appointments for counselors.

May assemble packets for registration and orientation of incoming freshmen.

Complete enrollment/attendance verifications for government and social service agencies.

Supervise and direct work of student assistants.

Coordinate with attendance office to verify student adds and drops.

May perform clerical work on behalf of counselors.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); two years progressively responsible clerical experience, one of which would preferably be in an educational setting.

KNOWLEDGE OF:

Transcript evaluation and student enrollment procedures and requirements; state regulations regarding permanent student records maintenance and confidentiality; State and District requirements for graduation; accurate record keeping methods and practices; basic knowledge of data processing and computer output readings.

Modern office practices, procedures and equipment including filing 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.

ABILITY TO:

Evaluate, maintain and record course work and credits, grades, test scores and other student data.

Perform complex clerical tasks involving independent judgement and requiring speed and accuracy.

Evaluate and interpret out of District transcripts.

Organize, compile and evaluate data pertaining to student course work, grades and enrollment.

Establish and maintain cooperative and effective working relationships with students, staff and the public.

Operate office equipment including computer terminal and printer, typewriter and copier.

Type 40 wpm.

Understand and follow oral and written directions.

Work independently with little direction.

Meet schedules and time lines.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

The person assigned to this position must demonstrate a strong commitment to accuracy and an intense attention to detail. Must present a professional, friendly, helpful, cooperative demeanor that is conducive to service.