

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: REGISTRAR

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex clerical and statistical record-keeping duties in the evaluation, preparation, modification and maintenance of scholastic records at an assigned school site; register new students; input student data and master schedule information into an assigned computer system and maintain automated records and files.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform complex clerical and statistical record-keeping duties related to the evaluation, preparation, modification and maintenance of scholastic records at an assigned school site; establish and maintain permanent student records and related filing systems including enrollment, academic, personal and withdrawal information.

Register new students; request records and transcripts for new students from previous schools; evaluate transcripts received from other schools to determine allowable credits and assist with student placement; verify student residency; generate and distribute records, transcripts and other student information to requesting schools, students, faculty, personnel administrators and alumni.

Input and update records with data regarding current and new students including grades, credits, test scores, attendance, residency and other student information in an assigned computer system; establish and maintain automated records and files; generate and distribute computerized reports related to the master schedule and student information; assure accuracy of input and output data.

Coordinate dates of events between the District and school for the master schedule; input and maintain master schedule information; assist and advise counselors and administrators concerning the master schedule; arrange and maintain registration, grade reporting and other assigned calendars.

Distribute, collect, process and review scanned grade forms, report cards and other specialized forms for completeness and accuracy; research and compile student information for input as needed; compose and type a variety of forms, letters, lists, applications and certificates; duplicate and distribute materials as necessary.

Receive telephone calls, greet visitors and provide information and assistance to students, parents, staff, schools, outside agencies and the public regarding student grades, enrollment and related data, information, policies and procedures; route phone calls and take messages as needed; verify student information for athletic eligibility, school admissions, background checks and other inquiries.

Compile information and prepare and maintain a variety of data, records, reports and files related to student residency, testing, grades, eligibility, transcripts and the master schedule.

Order and process diplomas; prepare lists of graduates and submit for printing; assist with

coordinating graduation activities and information.

Process withdrawing students; prepare and process related documents, records and files; perform related computer operations as needed.

Communicate with students, parents, personnel, administrators and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

Monitor inventory levels of forms and other office supplies; order, receive and maintain adequate inventory levels of supplies as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Transcript evaluation and student enrollment procedures and requirements.

Applicable laws, codes, regulations policies and procedures.

State and District requirements for graduation.

Record-keeping and report preparation techniques.

Data control procedures and data entry operations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Operation of a computer and assigned software.

ABILITY TO:

Perform complex clerical and statistical record-keeping duties in the evaluation, preparation, modification and maintenance of scholastic records at an assigned school site.

Register new students.

Input student data and master schedule information into an assigned computer system.

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

Establish and maintain automated records and files.

Compile and verify data and prepare reports.

Answer telephones and greet the public courteously.

Understand and follow oral and written instructions.

Work independently with little direction.

Meet schedules and time lines.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Type or input data at 45 words per minute from clear copy.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience involving public contact and record-keeping duties.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

*Adopted by BOT 1/25/03
Revised BOT 1/23/06*