

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Registrar

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

To perform clerical services related to admission, enrollment, and withdrawal of students, enter and maintain student information and records in the computer and prepare demographic information.

**SUPERVISOR:** Principal

## **TYPICAL DUTIES:**

1. Update, correct and maintain student transcripts assuring that they are accurate and current.
2. Request student records and transcripts from other schools.
3. Evaluate transcripts received from other schools to determine allowable credit and comparability of course titles.
4. Maintain correspondence and student permanent record files.
5. Input and maintain data related to the Master schedule, include courses and sections, directories and student course requests.
6. Process scantron sheet for grades and progress reports, print and disperse report cards and progress reports.
7. Supervise student personnel as assigned.
8. Receives students, parents, faculty, and the general public.
9. Registers students into school, including summer school.
10. Evaluates records received from other schools and records transcript information in the computer.
11. Assists in programming class schedules.
12. Prepare and send copies of transcripts for colleges, scholarships, and student copies.
13. Assists in the maintenance of student cum and enrollment files.
14. Posts grades for quarter, semester, and summer school into the computer along with grade changes.
15. Operate the 'Schedule Students' process, generate reports for analysis by the Principal and Counselors, and Print Student Schedules for distribution.
16. Answer telephones, take and relay messages, make phone calls to request, provide or verify information as directed.
17. Greet students and the public, provide routine information, and direct inquires to the appropriate person or office.
18. Input student data for enrollment, class schedules, grades, class counts, transcripts and demographic information.
19. Prepare records and reports regarding student information.
20. Inventory and prepare orders for supplies and materials for the Counseling Center.
21. Perform other related duties similar to the above as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Computers and standard office equipment.
- Designated regulations, guidelines, and procedures.
- Proper office methods and procedures including receptionist and telephone techniques, filing systems, and maintenance, and reporting functions.
- Proper English usage, spelling, grammar, punctuation, and vocabulary.

### **Ability to:**

- Learn and apply rules, regulations and policies.
- Understand and carry out oral and written instructions in an independent manner.
- Perform responsible clerical and technical work with accuracy, speed and a minimum of supervision.
- Review, interpret and evaluate transcripts and other specialized documents.
- Understand and follow oral and written instructions.
- Direct the work of students.
- Coordinate the work of others.
- Answer multiple phone lines.
- Operate the computer for data entry, retrieval, and generating reports.
- Establish and maintain a variety of school records and prepare reports as required.
- Perform a variety of arithmetical calculations accurately and quickly.
- Learn and interpret school/District rules and policies and to apply them with good judgment in a variety of procedural situations.
- Prioritize and appropriately schedule assigned workload.
- Operate a variety of office equipment such as calculator, typewriter, transcriber, copy machine, computer terminal, printer, etc.
- Communicate effectively both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

## **EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High School Diploma or equivalent.
- Five (5) years of increasing responsible and varied clerical experience requiring public contact, preferably in a school district.
- TB test clearance.
- Drug test clearance.
- Criminal Justice Fingerprint clearance.

## **PHYSICAL CHARACTERISTICS:**

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended periods of time.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.
- Hearing and speaking to exchange information in person or on the telephone.