

# East Side Union High School District

**Job title: Assistant Registrar**

## **Description of basic functions and responsibilities**

To perform a variety of responsible clerical support duties involved in maintaining the official, permanent records of students presently and previously enrolled in a district school and to perform support services for school administrators as assigned. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the timely and accurate maintenance and processing of student permanent record files and for ensuring the confidentiality of same. This job class requires attention to detail, organization skills, and the knowledge of specialized areas of school administration policies and procedures.

**SUPERVISOR:** Associate Principal

## **TYPICAL DUTIES**

Establishes student permanent files and sends to appropriate offices

Requests records for incoming students including cumulative folders, transcripts, test results, and health records from previous schools

Collects withdrawal grades; prepares and forwards student transcripts and records as requested

Requests withdrawn student records from health office, assessment center, etc.

Processes various forms and paperwork required to enroll new students

Processes changes and updates student enrollment records

Checks enrollment records for discrepancies, corrects errors, and refiles as necessary

Maintains weekly distribution log for withdrawn students

Sends copies of transcripts to colleges, military, business, and immigration as requested

Enters demographic information on enrolling students into district computer

Types a weekly withdrawal distribution log, requesting appropriate records from health office, assessment center, counselors, etc.

Assists with incoming 9<sup>th</sup> grade articulation

## East Side Union High School District

Maintains daily enrollment and withdrawal log and distributes to appropriate offices

Advises authorized persons and answers questions related to enrollments, transfers, etc.

Maintains daily balance of school and satellite areas according to ethnic origin, grade, and gender

Uses the data processing system to create and maintain computerized data files and student records; prepare routine reports related to the numbers of students enrolled

Determines appropriate records/data to be transferred to permanent storage; finalized data entry to such records, and coordinates the transfer process

Completes and types a variety of letters, forms and schedules associated with assigned office functions

Screens telephone calls, answering inquires, providing information or directing to proper person

Assists Registrar as needed

Performs related duties as required

### **Employment standards**

Knowledge of and ability to maintain computerized record keeping methods and techniques

Knowledge of proper office methods and procedures

Knowledge of proper spelling, punctuation, grammar, and English usage

Knowledge of district policies and procedures related to student registration, admissions, and records maintenance

Ability to understand and carry out both oral and written instructions in an independent manner

Ability to perform arithmetical calculations with speed and accuracy

Ability to type accurately from clear copy

## East Side Union High School District

Ability to compile and maintain accurate and complete records and prepare related reports

Ability to analyze routine situations accurately and adopt an effective course of action