

East Side Union High School District

Job title: 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. Employees in this classification may train, direct, and supervise student assistants. 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 and maintains student permanent records and files, adding and deleting pertinent information regularly to ensure the accuracy, timeliness, and confidentiality of recorded information

Requests records for incoming students including cumulative folders, transcripts, test results, and health records from previous schools; converts units of incoming transcripts to district system as necessary

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

Records grades and maintains accurate filing systems and lists to ensure that qualifications and/or eligibility requirements are met for graduation, honor roll, athletic program participation, etc.

Processes various forms and paperwork required to enroll new students; completes applications for social agencies such as Social Security, Department of Motor Vehicles, etc.

Processes changes and updates student enrollment records

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

Verifies courses taken and grades/credit earned to students, parents, staff, judicial agents, social services, and other appropriate parties, certifying documents as correct by affixing the official school seal

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Oversees the grade reporting process including the necessary teacher forms and interaction with computer system to maintain accurate reporting

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

Computes grade point averages for individual students and establishes class rankings

Prints, distributes, collects, and relays forms to and from teachers/district office in accordance with established timelines

Maintains roster of official names for graduating seniors; orders diplomas

Uses the data processing system to maintain accurate computer file of related student information

Creates and maintains computerized data files and student records; prepares routine reports related to the numbers of students enrolled

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

Orders office and computer system supplies

Trains and supervises student assistants

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

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

Performs related duties as required

Employment standards

Possession of a valid and appropriate California Driver's License

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

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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 at 50 words per minute from clear copy

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

Ability to operate standard office equipment such as typewriter, copy machine, calculator, computer terminal, printer, etc.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties