

REGISTRAR

DEFINITION

Under general supervision, performs a wide variety of complex and difficult tasks pertaining to maintenance of student records at a high school; performs the functions of transcript evaluation, data input, reconciliation, correspondence, public contact, reports, and files; assists in general clerical functions of a school office; and performs related work as required.

EXAMPLES OF DUTIES

Greets visitors, parents, and students in person and over the telephone, providing the necessary assistance or referring the matter to an appropriate staff member. *E*

Evaluates and verifies transfer student enrollment records for administrative review to determine grade level, hours, and/or credits earned for comparable courses; secures approval of administrator and inputs for data processing. *E*

Explains school, district, state and federal policies regarding student records to students, staff and public. *E*

Secures translation of foreign transcripts as required and evaluates same. *E*

Verifies GPA and graduation status for various institutions, agencies, colleges, and universities. *E*

Sends student transcripts and test scores in a timely manner to other schools, colleges, the NCAA, and scholarship programs. *E*

Reviews a wide variety of documents for accuracy including the legal transcript; reconciles and corrects errors in student records, grade reports, and grading processes. *E*

Conducts record checks for various purposes such as unsatisfactory progress, inadequate credits for graduation, and special recognition. *E*

Checks senior class for academic clearance and identifies qualified students for academic recognition. *E*

Develops list of senior diploma candidate, verifies spelling of names and orders diploma from vendors. *E*

Compiles student information and documentation for courts, law enforcement agencies, governmental agencies, surveys and reports. *E*

Composes and types reports, correspondence, forms, cards, and other documents related to work; maintains files and office forms. *E*

Verifies drop out data for CBEDS report. *E*

Keeps organized test report file of all test scores including Golden State Exams, Stanford 9, SAT, ACT, AP, and California High School Exit Exam. *E*

Compiles data on student status, test results, and mid-term graduation class ranking. *E*

EXAMPLES OF DUTIES (cont.)

Inputs student number, course, grade, unit, and teacher into a computer terminal indicating courses, grades, and units on student transcript. *E*

Maintains confidential student records and schedules their destruction at the appropriate time. *E*

Directs the work of assigned helpers. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. State and District laws, rules and regulations related to pupil enrollment, graduation, student records maintenance and confidentiality;
2. Transcript evaluation and student enrollment procedures;
3. Personal computer and job-related software programs;
4. Modern office practices and procedures;
5. Record keeping, report preparation, and filing techniques;
6. Oral and written communication skills, including telephone techniques and etiquette;
7. Correct English usage, spelling, grammar, and punctuation;
8. Customer service techniques, interpersonal skills using tact, patience, and courtesy;
9. Proficient computer skills in data entry and job-related software;
10. Intermediate math; and
11. Basic supervision techniques.

Ability to:

1. Interpret, apply and explain provisions of federal, State and District regulations related to records, transcripts, and reporting activities;
2. Evaluate and interpret student transcripts;
3. Organize, compile and evaluate data pertaining to student course work, grades, test scores, and enrollment;
4. Perform complex and detailed clerical work with speed and accuracy;
5. Plan, organize, and complete work independently within established deadlines and with a high level of interruptions;
6. Operate standard office equipment, personal computer, word processing equipment using related software;
7. Make arithmetic calculations with speed and accuracy;
9. Meet and greet the public tactfully and courteously both in person and on the telephone;
9. Communicate effectively both orally and in writing;
10. Remember and recall detailed information such as names, course numbers, grading systems, and course units;
11. Direct the work of assigned student and clerical assistants;
12. Work independently with a minimum amount of supervision;
12. Understand and carry out oral and written instructions; and
13. Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience in dealing with students and adults; three years of increasingly responsible clerical work involving the maintenance of detailed computerized records;

or

Two years of clerical experience at or above the level of Senior Clerk Typist with the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to read and analyze transcripts; moderate lifting, carrying, and pushing objects up to 25 pounds; climbing a three-step ladder; reaching overhead, above the shoulders, and horizontally to retrieve files.

Revised: 7/81
7/94
6/98
2/12