

## **Registrar**

### **Purpose Statement**

The job of Registrar is done for the purpose/s of registering of students and maintaining computerized student records and files; providing student information to authorized parties in compliance with established policies; and providing general clerical support, information and/or direction as assigned.

This job reports to the Principal

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### **Essential Functions**

- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Evaluates transcripts of incoming students (e.g. make necessary phone calls, requests records, create cumulative file folder, etc.) for the purpose of transferring grades and semester credit hours into the student information system.
- Informs appropriate personnel of possible student course deficiencies (e.g. updates cumulative folders, etc.) for the purpose of assisting in addressing student course requirements.
- Maintains student information in the Student Information System (e.g. Powerschool, Naviance, SNAP, Affidavit A and B, Senior Transcripts, etc.) for the purpose of ensuring accurate information is reported.
- Maintains a variety of manual and electronic documents, files, and records (e.g. grades, transcripts, student information, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Performs enrollment and withdrawal activities (e.g. requests records, verify residency, send records, check fees transactions, state codes, etc.) for the purpose of complying with established requirements.
- Prepares standardized documents and reports (e.g. report cards, class schedules, form letters and memos, calendars, bulletins, periodic reports, etc.) for the purpose of communicating information to other parties and/or agencies.
- Processes a variety of documents and materials (e.g. transcripts, job verification, monthly, quarterly, and end of year reports, etc.) for the purpose of providing required information in response to requests from students, other districts, colleges/universities and/or employment agencies.
- Researches discrepancies in student records for the purpose of verifying graduation status and ensuring the accuracy of information.
- Responds to questions from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and/or students, etc.) for the purpose of providing information and/or direction.
- Verifies student related data (e.g. grades, information, etc.) for the purpose of ensuring the accuracy of the student records for Core Data State Reporting.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; and business telephone etiquette; concepts of grammar and punctuation; keyboarding; office application software; and recordkeeping and record retention practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; working with frequent interruptions; setting priorities; working under minimal supervision; working within time constraints; ability to read, write and communicate clearly in English; accuracy and attention to detail; and dealing with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status  
Non Exempt

Approval Date

Salary Range