

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising District Registrar	REPORTS TO:	Executive Director, Secondary Schools
DEPARTMENT:	Secondary Schools	CLASSIFICATION:	AASD Supervisory
FLSA:	Non-Exempt	SALARY GRADE:	026 AASD
ISSUED:	December 8, 2015		

BASIC FUNCTION:

Supervise the development, delivery, coordination, design and implementation of district processes and systems to ensure accurate and efficient operations relating to student records, including enrollment, transcripts, and diplomas; provide training and support to sites and departments and serve as a liaison between district departments and school staff and administrators. Train and evaluate assigned staff.

REPRESENTATIVE DUTIES:

***E* = Essential Functions**

Lead the development, delivery, coordination of training for school site registrars in all functional aspects of the assignment including: record-keeping, transcript evaluation and maintenance, graduation requirements, confidentiality of student records, and related district policies and procedures. **E**

Coordinate peer-to-peer meetings and develop tutorials and job aides to support district systems and operations and school site registrars. **E**

Provide on-site technical assistance to site registrars including (but not limited to): record-keeping, CALPADS data collection, student dropout data collection, evaluation of out-of-district and foreign (international) transcripts, determination and recording of Academic Distinction and Seal of Biliteracy designations, determination and recording of alternative graduation requirements (e.g. LOTE for world language), grade point average calculation, graduation reporting cycle, ranking reports, maintaining/purging cumulative student files, interpretation of district procedures and California Education Code requirements relating to high school graduation, problem solving parent concerns regarding transcripts or other student records, and issuance of high school diplomas. **E**

Serve as liaison between district departments for issues that impact, or are impacted by, student records and assist in interpreting, developing and revising district policies and procedures that promote smooth systems and operations. **E**

Assist with creating a district process for modifying/correcting student records, including students who have graduated or left the district. **E**

Assist with and respond to student and parent requests for transcripts when schools are closed. **E**

Develop, revise, and disseminate the District Registrar Handbook. **E**

Maintain current information and assist with systems to promote seamless articulation of courses (specifically courses that apply to graduation) offered at the middle and senior high level. This will include school level communications and support to registrars and other site staff as well as district level communications and assistance between departments and through the Interdivisional Curriculum Committee (ICC). **E**

Train and evaluate the performance of assigned staff; provide for continuing staff training programs in internal related functions; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions. **E**

Perform other related duties as assigned. **E**

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and two years of experience performing registrar work at the secondary or university level, including two years of lead or supervisory experience. Experience working as a registrar in a large organization is desirable.

LICENSES AND REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.
Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable district procedures and California Education Code sections regarding student records

and high school graduation.

Technical aspects of field of specialty.

District student data systems

UC 'a-g' graduation requirements.

Analysis of out-of-district and international transcripts

Student records required by UC/CSU systems for college entrance

Effective English communication skills: verbal, reading, writing

Basic mathematics: including calculation of fractions, percents, and/or ratios.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Establish and maintain effective working relationships with all levels of staff, students, and the public.

Operate a computer and related software including district student records and graduation (e.g., PowerSchool, Graduation Document) assigned software.

Effectively communicate, both orally and in writing.

Effectively design and deliver training and professional development to adults.

Train, lead and direct the work of others.

Interact with district employees, students, and parents using tact, patience, and courtesy.

Plan, organize, and effectively prioritize work.

Meet schedules and time lines.

Develop and prepare manuals, correspondence, records and reports including statistical analyses.

Analyze, apply, and explain related district, state, and federal rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting objects and boxes of training materials.

Job Code 6592

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