

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	High School Registrar	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various High Schools	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	032 OTBS
EFFECTIVE:	March 29, 2011		

BASIC FUNCTION:

Assume primary responsibility for the technical and clerical recordkeeping duties and functions related to the permanent academic records at an assigned high school; perform regular or relief duties with other clerical recordkeeping duties functions as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Perform various technical and complex clerical record-keeping duties related to the permanent records of high school students according to established policies and procedures and in compliance with State education code, privacy and archiving. **E**

Utilize student information system to establish, maintain and monitor student records, grades, coursework compiled, and credits earned for graduation; establish decile rankings and compute grade point averages; communicate with counselors and other guidance staff, teachers, administrators, parents and students; ensure complete and accurate records. **E**

Prepare and maintain permanent records, cumulative and special education files, and demographic information on past, enrolled and incoming students; request necessary records and initiate telephone and written communication with previous schools related to student record history. **E**

Interpret and analyze incoming student national and international transcripts and transcribe to conform to State and District requirements; enter student grades in computer to create a course history file and transcript; notify counselors of student credit deficiencies or unusual placement possibilities. **E**

Communicate with students, parents, administrators, teachers and staff to assure student records are current and accurate; communicate graduation deficiencies and eligibilities to appropriate administrators, parents and counselors; communicate with a variety of District personnel, parents, alumni and outside agencies to exchange information, resolve issues, answer questions and coordinate activities. **E**

Operate a computer and assigned software and a variety of other related office equipment. **E**

Prepare and maintain a variety of records and reports including State and District reports and files; provide CBEDS statistical data determining school dropouts and number of graduates. **E**

Retrieve files and print transcripts; process and forward transcripts, secondary school reports and records to colleges and other institutions from student permanent records according to established guidelines and procedures; assure compliance with deadlines and requirements to assure potential student acceptance; verify student information for athletic eligibility, school admissions, background checks and other inquiries. **E**

Prepare accurate list of graduates' names for commencement program and perform registrar related functions to support students and administration for commencement ceremonies. **E**

May be assigned to perform regular and/or or relief duties in other clerical recordkeeping functions of a school office; input data, compile reports and compose letters and other correspondence related to assigned activities.

Perform duties as assigned that are reasonably related to the job classification.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination equivalent to graduation from high school and three years of increasingly responsible clerical experience, including at least two years of experience in a school setting performing student recordkeeping duties and involving extensive public contact.

LICENSES AND OTHER 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 vehicle may be required for designated positions (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Transcript evaluation and student enrollment procedures and requirements.

District curriculum and detailed course descriptions.

State and District requirements for graduation.

State regulations regarding permanent student records maintenance and confidentiality.

Assigned computer software and applications including Microsoft Word, Zangle, and the Student Information System.

Modern office practices, procedures and equipment

Accurate record-keeping methods and practices.

District organization, operations, policies and objectives.

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

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Oral and written communication skills.

ABILITY TO:

Interpret, organize, compile, and evaluate course work and credits, grades, test scores and other student data including national and international student transcripts.

Learn District curriculum, course descriptions, accreditation of schools and verification procedures.

Operate a computer and assigned software and applications including Microsoft Word, Zangle and the Student Information System.

Assist in other clerical functions of a school office.

Utilize effective problem-solving skills.

Plan and organize work.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Maintain accurate records and prepare reports.

Keyboard/type at a net corrected speed of 40 wpm.

Perform basic math calculations quickly and accurately.

Work independently with little direction and with frequent interruptions.

Work confidentially with discretion.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6103

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JB