



CLASSIFIED
Job Class Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO.50-2021/22
DOCUMENT NO.21-2021/22
DATED 06/15/22

SENIOR DISTRICT REGISTRAR

DEPARTMENT/SITE: Student Services
Department

REPORTS TO: Director, Student Services

SALARY SCHEDULE: Classified Bargaining Unit
SALARY RANGE: 40
WORK YEAR: 12 Months (261 Days)
FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director, Student Services, the Sr. District Registrar maintains confidential mandatory archived student records; ensures the accuracy and confidentiality of student records; trains, leads, and provides support to staff. The incumbents in this classification provide the school community with high-quality student records service which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide leadership for staff in admissions and records, assisting in creating and maintaining a compliant and secure admissions and records system, and providing professional support externally to colleges. This class differs from the lower-level District Registrar class which also works at the District Office and handles complex research cases, processes records of former students, and researches stored documents. Also at a lower level is the class of Registrar-High School which works at a large high school, primarily providing registration and records maintenance for academic student information.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Communicates with a diverse range of families and various outside agencies confidential information with regards to student records to meet the needs of students and families.
- Interprets, applies, and ensures compliance with applicable laws, codes, and regulations; remains current on applicable legislative decision and developments.
- Provides leadership in the coordination of the registration of students; preparation, maintenance, and security of student records; evaluation of transcripts; and the proper retention and destruction of student records as required by federal and state regulations.
- Plans, organizes, and leads work activities and functions for the Student Records Department to provide timely delivery of high-quality services.
- Prepares and maintains accurate and timely records and reports of department operations and activities such as inventory and other related documentation as directed.
- Prepares federal, state and District reports, graduation lists and documentation of student records; conducts studies and special projects as directed.
- Works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department and District mission, objectives, and values; promotes a positive work environment.

- Provides input on the functionality, development, and maintenance of the admissions and records system including records documenting the admission and registration of students; preparation, maintenance, and security of student records; evaluation of transcripts, attendance, and graduation functions; and proper retention and destruction of student records as required by federal and state regulations.
- Provides technical expertise and recommendations to the District and other departments and divisions regarding District compliance with laws, reporting regulations and academic policies and the impacts of current and proposed policies and procedures.
- Researches, evaluates, and confers with vendors regarding supplies, materials, and equipment; orders supplies and materials according to established procedures.
- Researches and recommends implementation of new practices to improve the storage and retention of student records.
- Supports school site registrars in the evaluation of student graduation and transfer documents and the preparation of diplomas.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- State and District laws, rules, regulations, and policies applicable to assigned duties
- Family Educational Rights and Privacy Act
- California Education Code and Administrative Code
- Student recordkeeping practices, procedures and system for processing and maintaining student information
- Research methods and analysis techniques
- English usage, grammar, spelling, punctuation and vocabulary
- Principles and practices of training
- District organization, operations, policies, objectives and goals
- Computer use, including pertinent software

Skills and Abilities to:

- Train and provide leadership to assigned personnel
- Determine appropriate action within clearly defined guidelines
- Plan and organize work to meet schedules and timelines
- Establish and maintain cooperative, effective, and collaborative working relationships and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Work independently with little direction
- Learn new or updated computer systems/programs or skills to apply to current work
- Communicate effectively, both orally and in writing
- Apply integrity and trust in all situations
- Maintain confidential information
- Organize, set priorities, and use sound judgment

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods;

providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High school graduation or equivalent, with an Associate of Arts degree preferred

EXPERIENCE REQUIRED:

Four years of responsible technical experience, which includes two years' experience working with student records.

LICENSE(S) REQUIRED:

- Current California Driver's License to drive to various locations in the district.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office environment
- Sitting for extended periods of time
- Lifting light objects
- Frequent interruptions
- Hearing and speaking to exchange information
- Seeing to read various documents and a computer screen
- Manual dexterity to operate a computer and other office equipment
- Reaching overhead, above the shoulders and horizontally
- Kneeling or crouching and bending at the waist to retrieve materials from files or shelves