

## **Madera Unified School District Classified Job Description**

### **Registrar – High School**

#### **Purpose Statement**

The job of Registrar – High School was established for the purpose/s of registering of students and maintaining computerized current and former 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 is distinguished from similar jobs by the following characteristics: the position location is at a large high school.

This job reports to Principal.

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#### **Essential Functions**

- Evaluates transcripts of incoming students for the purpose of posting grades and semester credit hours into the student information system.
- Maintains and verifies 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 for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.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 withdrawal activities for the purpose of complying with established requirements.
- Prepares standardized documents and reports (e.g. report cards, class schedules, form letters and memos, calendars, 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, New Student Registration forms, student lists, 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 student records 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.
- Reviews cumulative records, grades, transcripts, exam reports and withdrawal forms for the purpose of filing or sending out to schools within or outside of the District.

#### **Other Functions**

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

## **Job Requirements:**

### **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 and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; master scheduling; and business telephone etiquette.

ABILITY is required to schedule activities, meetings, and/or events; 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 diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment.

Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. 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; and working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

### **Minimum Qualifications**

**Experience** Two years of increasingly responsible secretarial/clerical or record keeping experience in a school office working with records

**Education** High School graduation or equivalent

#### **Required Testing**

Pre-employment Proficiency Test

Pre-employment Physical Exam

#### **Certificates**

None Specified

#### **Continuing Educ./Training**

None Specified

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance

TB Clearance  
Physical Demands(A)

FLSA Status

Approval Date

Salary Range

Non Exempt

8/18/11