

Madera Unified School District Classified Job Description

Registrar - Lead

Purpose Statement

The job of Registrar - Lead was established for the purpose/s of maintaining records both manual and computerized of current and former student 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 the District Office. Incumbent processes records of former students, researches stored documents, handles more complex cases than at the school site.

This job reports to Director of Student Services.

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 for the purpose of transferring grades and semester credit hours into the student information system.
- Informs appropriate personnel of possible student course deficiencies for the purpose of assisting in addressing student course requirements .
- 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 for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.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 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, etc.) for the purpose of providing required information in response to requests from students, other districts, colleges/universities and/or employment agencies.
- Researches archived student information for the purpose of providing information to requesting parties.

- 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, court system, the public, parents and/or students, etc.) for the purpose of providing information and/or direction.
- Reviews cumulative and health records for grades, attendance and health requirements for the purpose of filing or sending out to schools within or outside of the District.
- Trains and supports site staff for the purpose of ensuring the proper handling of and regulations regarding student records are followed.
- Verifies student related data (e.g. grades, information, etc.) for the purpose of ensuring the accuracy of the student records.

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 a number of 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 wide 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 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; 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 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; 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 Three 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

Non Exempt

Approval Date

8/18/11

Salary Range