

DIXON UNIFIED SCHOOL DISTRICT
Job Description

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| TITLE: Registrar, High School | CLASSIFICATION: Classified (SEIU) |
| REPORTS TO: Principal | RANGE: 290 |
| WORK YEAR: 11 Months | CLASS: Administrative Support |
| BOARD APPROVAL: 1/14/16 | |
| BOARD REVISION: 1/12/17 | |

PRIMARY FUNCTION: Under general supervision, to log and maintain all student records and files, oversee the enrollment process, and convey registration related information to appropriate parties; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement as part of a comprehensive school counseling program that promotes and enhances student learning, career and college readiness, and personal and social competencies.

SUPERVISION OVER: Students

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Maintains all electronic and manual student files.
- Assists in training staff in the use of the student information system (Aeries).
- Assists teachers in accessing, creating, and updating Aeries grade books.
- With other administrative support personnel, uses Aeries to perform a variety of administrative tasks including but not limited to, entering all student data, completing enrollment and disenrollment activities, assisting in scheduling all students, and creating and running queries for administrators and counselors.
- Requests records for incoming students from previous school(s).
- Interprets transcripts of incoming students and enrolls them in appropriate courses with counselor advisement.
- Builds new transcripts for all incoming students.
- Enters partial credits for students leaving prior to the end of a term.
- Mails records to requesting schools including but not limited to, transcripts, test scores, medical records, and cumulative files.
- Maintains accurate transcripts for all former students who have graduated and/or left the high school.
- Maintains accurate reports, including any approved grade changes, for all current students.
- Generates honor roll and ineligibility lists.
- Sends complete and accurate transcripts to requesting colleges, organizations, and employment agencies.
- Collects and submits appropriate student information to the State and educational institutions for financial aid and college admission consideration (i.e. CalGrant, Education in the Local Context (ELC), etc.).
- Inputs testing data into Aeries and maintains testing records for the PSAT, SAT, ACT, and CAHSEE exams.
- Assists counselors with graduation preparation by developing honor lists, compiling the program, and reviewing graduation eligibility lists.
- With support, coordinates community scholarships by contacting and assisting new and former donors, collecting student scholarship applications, and planning the awards ceremony.

- With other administrative support personnel, assists administrators, counselors, and teachers by providing them with accurate and up to date information about students, courses, enrollment, scheduling, or other relevant topics.
- Greets and provides assistance, information, and materials to visitors, parents, students and the public regarding school programs and policies, referring the most complex inquiries to the appropriate administrator.
- Assigns work to and communicates regarding the performance of student office aides to appropriate certificated staff.
- Conducts routine clerical duties including but not limited to, composing correspondence, scheduling appointments, compiling reports, sorting/distributing mail, operating standard office machines, filing documents, answering/screening/directing telephone calls, etc.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent.
- Community college and/or vocational training certificate highly preferred.
- Bilingual in English and Spanish highly desirable.
- One to three years of experience in clerical/office work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Modern office practices and procedures.
- Correct English usage, composition, grammar, spelling, and punctuation.
- Basic mathematical skills.
- Computer procedures, software, and applications.

ABILITY TO*:

- Operate a computer to input, update, and access a variety of records, information, and data.
- Operate a computer to generate queries, reports, lists, and summaries.
- Use District software such as the student information system (Aeries).
- Read, learn, interpret, and make minor decisions in accordance with District and school policies, programs, mission, and vision.
- Establish priorities to plan and schedule work.
- Perform a variety of routine clerical duties such as, developing and maintaining organizational systems, composing correspondence, and operating standard office machines.
- Demonstrate proficiency in keyboarding and typing.
- Analyze situations and suggest appropriate action(s).
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions and attention to deadlines.

- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have a fundamental working knowledge of concepts, practices, and procedures and the ability to apply them in varied situation.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (*With or without the use of aids*)*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize office equipment, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer.