

Job Title:	<b>REGISTRAR</b>	Reports to:	<b>Principal</b>
FLSA status:	<b>Non- Exempt</b>	Supervisor duties:	<b>None</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	This position is responsible for the maintenance of student records at the campus level, processing of enrollment, transfers, and withdraws from the campus. Works independently in the performance of all functions necessary to maintain an efficient and organized office in a professional and confidential manner.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- Responds with tact and courtesy in public or telephone contact situations and provides information requiring a knowledge of district policies and procedures.
- Consults with administration to devise registration schedules and procedures.
- Analyzes statistical data on registration for administrative use in formulating policies.
- Exchanges student information with other schools.
- Registers and withdraws students.
- Enters and maintains student data into automated databases.
- Generates report cards and progress reports outside of normal report card times.
- Assists counselors verifying graduation requirements and credits earned.
- Files and maintains all permanent student records, including transcripts.
- Directs preparation of student transcripts and commencement list.
- Directs preparation of statistical reports on educational activities for government and educational agencies and interprets registration policies to faculty and students.
- Directs activities of workers engaged in transcribing and evaluating academic records of students applying for permission to enter college or university.
- Directs compilation of information, such as class schedules and graduation requirements, for publication in school bulletins and catalogs.
- Coordinates dissemination of information on courses offered and procedures students are required to follow in order to obtain grade transcripts.
- Issues official transcripts.
- Assists attendance clerk as necessary.
- Assigns rooms for student activities.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Highly organized to multi tasks and manage priorities.
- Ability to handle confrontation and conflict without an emotional response.
- Skill in operation of computer system and a variety of computer applications.
- Ability to effectively present information to top management, public groups, and/or governing boards.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent, Associate's Degree preferred
- Two years office experience, preferably in a public school system

**Computer Proficiency:** MS Office Suite

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

## **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*