



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: REGISTRAR

BASIC FUNCTION:

Receives general supervision from a school administrator or designee to register new students at a school site; maintain permanent student records of all enrolled students; and perform related duties as assigned. May exercise technical guidance over lower-level clerical positions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Register new students at a school site; collect and process appropriate information.

Set up and maintain permanent student records of all enrolled students; record grades on permanent records.

Request and receive transcripts and input data into computer; evaluate transcripts received from other schools to determine credit allowance; maintain accurate and complete transcripts.

Transfer student records when student leaves school.

Send transcripts of grades to schools and colleges as requested.

Assist in the pre-registration of students; input student course requests into computer; assist in preparation of the master schedule; process program changes as directed.

Maintain the master schedule; notify data processing of any changes.

Act as receptionist; answer phones and assist staff, students and the general public at the counter; refer inquiries as appropriate; respond to requests for information based upon District and office policies and procedures.

Assist in preparing for graduation including developing a list of prospective graduates, collecting and compiling legal names of all graduates for diplomas, and preparing diplomas for graduation; assist in other arrangements as required.

Type a variety of material from rough draft or verbal instruction as necessary.

Initiate and maintain a variety of complex files and records.

Operate duplicating and other office machines.

Maintain regular and prompt attendance in the work place.

Registrar – Continued

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Procedures and operating details of the school to which assigned.
- Procedures in the maintenance of student records.
- English usage, grammar, spelling and punctuation.
- Modern office methods, procedures and equipment.
- Record keeping principles and procedures.
- Oral and written communication skills.

ABILITY TO:

- Analyze situations and adopt effective courses of action.
- Provide training and direction to less experienced staff.
- Operate and work on a computer terminal.
- Compile and maintain accurate and complete records and reports.
- Perform mathematical calculations with speed and accuracy.
- Understand and carry out oral and written instructions.
- Communicate effectively, orally and in writing.
- Type at a speed of 45 words per minute.
- Maintain confidentiality regarding student records.
- Establish and maintain effective working relationships with staff, students and the general public.
- Physical capability sufficient to perform job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to completion of the twelfth grade and two years of responsible clerical experience, including at least one year of experience, working with students' registration records in a school district.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Registrar – Continued

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 40 lbs at waist height for 5-10 feet.
- Occasionally lift and/or carry up to 50 lbs at waist height for 5-10 feet.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Push/pull up to 75 lbs for 5-10 feet.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 33