



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE: SENIOR REGISTRAR**

**BASIC FUNCTION:**

Receives general supervision from a school administrator or designee to perform student registration and permanent student record maintenance responsibilities at a district high school. The Senior Student Registrar classification is distinguished from the Registrar classification in that the Senior Student Registrar is responsible for receiving, transmitting, analyzing and maintaining student transcripts; and performs related duties as assigned.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Registers new students at a high school site; collects and processes appropriate information.

Utilizes various automated systems to establish, enter, access, and maintain student records and data.

Establishes and maintains permanent student records of all enrolled students; records student grades on permanent records.

Request and receives student transcripts and inputs data into automated systems; evaluates transcripts received from other schools to determine credit allowance; maintains accurate and complete transcripts; advises appropriate staff regarding various issues related to student transcripts.

Transmits student transcripts to various schools, educational institutions, and other appropriate agencies.

May assist and provide information to students, and or parents regarding student records and scheduling matters.

Assist in the pre-registration of students; inputs student course request into computer; assists in the preparation of the master schedule; processes program changes as directed.

Assists in the preparation for graduation including developing a list of prospective graduates, collecting and compiling legal names of all graduates for diplomas, and preparing diplomas for graduations; assist in other graduation arrangement as required.

Assists in the maintenance of records and information regarding student scholarship information.

## **Senior Registrar – Continued**

Type a variety of materials from rough draft or verbal instructions.

Initiates and maintains a variety of complex files and records.

Operate a variety of office equipment.

Maintain regular and prompt attendance in the work place.

### 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 manual and automated student records.
- High school course, credit and graduation requirements.
- English usage, grammar, spelling and punctuation.
- Modern office methods and procedures.
- Record keeping principles and procedures.
- Oral and written communication skills

### ABILITY TO:

- Analyze situations and adopt effective courses of actions.
- Provide training and direction to less experience 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.
- Type at a speed of 45 wpm.
- Maintain confidentiality.
- 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 three years of responsible clerical experience, including at least two years of experience working with student's registration records.

## **Senior Registrar – Continued**

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Indoor work environment.

#### 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: 37