

REGISTRAR

DEFINITION

Under general supervision, to perform a variety of complex and responsible duties establishing and maintaining automated and manual student records, student course schedules, pupil enrollment, and other secondary student information; and to provide information and assistance to students, staff, parents, and the public.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs specialized and technical student records tasks involving the establishment and maintenance of permanent student record files.
2. Maintains permanent records of students' completed course work including grades, grade changes, test scores, student achievements and deficiencies.
3. Reviews transcripts and coursework of enrolling students and evaluates against District educational standards.
4. Secures translation of foreign transcripts and evaluates.
5. Compiles student record information and prepares reports and summaries.
6. Reviews cumulative records to ensure accuracy and completeness and compliance with state regulations and District policies and guidelines.
7. Assists with the development of the master schedule.
8. Operates computers to enter and maintain the master schedule of classes, student enrollment information, student transcript detail and a variety of other related student information.
9. Extracts reports and information on student records from automated systems.
10. Reconciles and corrects errors in student records, scheduling, and grade reports.
11. Records grades and coordinates the preparation of grade reports.
12. Calculates grade point averages.
13. Verifies student enrollment information.
14. Prepares correspondence on student status.
15. Greets visitors, parents and students in person and over the telephone, providing assistance and information.
16. Provides leadership and serves as a point person to clerical support and guidance staff.
17. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office practices and procedures including filing systems, receptionist and telephone techniques, and correspondence skills; record-keeping techniques; standard office machines and equipment including computers; automated record management, storage and retrieval systems; correct English usage, spelling, grammar and punctuation.

Ability to:

Perform responsible and specialized clerical work utilizing independent judgment; compile and maintain accurate and complete records and reports; make arithmetical calculations accurately; plan, organize and complete work independently within established deadlines; complete a variety of tasks with speed and accuracy while handling frequent interruptions; operate standard office equipment including personal computer, typewriter, and calculator; type or enter data at a speed necessary for successful job

performance; maintain confidentiality; communicate effectively both orally and in writing; have an understanding and appreciation of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and three years of increasingly responsible clerical experience including maintenance of detailed records and use of computers. One year of experience as a School Clerk II or higher for the Capistrano Unified School District will be considered qualifying.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.