

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### REGISTRAR-9-12

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#### **DEFINITION:**

Under the direction of the Principal or assigned site administrator, perform a variety of duties in the preparation and maintenance of student transcripts, cumulative file folders and yearly attendance records at an assigned high school site; monitor and assess student records to identify graduation deficiencies and eligibilities; obtain and respond to requests for student records and information; ensure necessary reports are prepared according to established District policy and procedures.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of duties in the preparation and maintenance of student transcripts, cumulative file folders and yearly attendance records for students at an assigned high school site; establish and maintain permanent student records and related filing systems; maintain confidentiality of sensitive and privileged information; ensure necessary reports are prepared according to established District policy and procedures.
- Respond to requests for student information from other schools, organizations, agencies, and parents in accordance with established policies and procedures; verify and provide grades, attendance and other information contained in student files; request transcripts and cumulative files from other schools for new students accordingly; perform research for student information and verify outside school information as needed.
- Input data regarding current and new students including grades, credits, test scores, attendance and other student information into an assigned computer system; maintain automated student records; generate a variety of computerized lists and reports related to student information; establish and maintain filing systems.
- Assist with CALPADS reporting as assigned; assist with required State reporting and perform related duties according to established procedures.
- Prepare and maintain records and reports pertaining to students enrolled in various programs including special education programs; record Independent Study and Alternative Education information and data.
- Monitor and assess student records to identify graduation deficiencies and eligibilities; assist with reviewing and evaluating transcripts received from other schools to determine allowable credits and notify staff according to District policy; communicate graduation deficiencies and eligibilities to appropriate administrators, parents and teachers.
- Prepare and maintain files and reports related to student eligibility for graduation and college applications; maintain permanent records for graduation students according to established procedures.
- Record class ranking, GPA, California High School Proficiency Examination and District proficiency tests on permanent student records; prepare eligibility lists according to established procedures.
- Respond to inquiries from students, parents, staff, schools, alumni and various outside agencies concerning student information; assist existing students with transfer procedures as needed.
- Maintain current knowledge of District and State graduation requirements and applicable codes and laws.
- Communicate with various personnel, administrators, parents, school sites and outside organizations to exchange information, coordinate activities and resolve issues or concerns.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Attend meetings and trainings related to assigned activities as required.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:****Education and Experience:**

- Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience including some experience maintaining student records.

**Licenses and other Requirements**

- Typing certificate evidencing an ability to keyboard at a net rate of 35 words per minute.

**DESIRED QUALIFICATIONS:**

- One year of college-level course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

**Knowledge of:**

- Modern office practices, procedures and equipment.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping, report preparation and filing techniques.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Data entry techniques.

**Ability to:**

- Learn and apply State and organizational requirements for graduation.
- Prepare, maintain, modify and evaluate manual and automated scholastic records.
- Monitor and assess student records to identify graduation deficiencies and eligibilities.
- Obtain and respond to requests for student records and information.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain confidentiality of sensitive and privileged information.
- Compile, assemble, verify and prepare data for records and reports.
- Complete work with many interruptions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

**WORKING CONDITIONS:****Work Environment:**

- Indoor/Office environment.
- Constant interruptions.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally to retrieve files or materials.
- Lifting, carrying, pushing and pulling moderately heavy objects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 3/8/16**

**Unit Approved: 3/16/16**

**Board Approved: 3/21/16**

**FLSA Status: Non Exempt**