

## **REGISTRAR**

**CLASSIFICATION:** Classified

**TITLE OF IMMEDIATE SUPERVISOR:** Counselors, Principal or Vice Principal

**TITLE OF EVALUATOR:** Principal

**JOB SUMMARY:** Under general supervision, perform a variety of responsible clerical and secretarial duties for the Principal, Vice Principal or Counseling Office related to areas of student schedules, achievement, attendance, and general student enrollment and exiting processes. Meet ongoing deadlines throughout the school year related to these areas.

### **ESSENTIAL DUTIES:**

- Maintain and update a variety of student files and reports including transcripts and counseling records
- Process registration forms and transcripts
- Establish and maintain appropriate student records
- Provide responsible office assistance to school administrators and counselors
- Interpret policies, rules and regulations of assigned office in response to inquiries and refer inquiries as appropriate
- Independently responds to requests for information, correspondence and reports
- Create, maintain and process semester scheduling file and changes through the year.
- Create, maintain and process room use chart and changes throughout year.
- Registrar duties for comprehensive school and independent study program.
- Create, update, maintain files; mail progress reports, quarter reports, and semester reports.
- Provide all reports per report card period and distribute accordingly
- Request and maintain cumulative files
- Meet deadlines for report card mailings and fall and spring scheduling.
- Maintain SAT and ACT test scores
- Update and maintain inter/intra transfer requests (entering and ongoing students)
- Update fee codes, collect moneys and process debt letters
- Maintain current and past year fee files

### **OTHER DUTIES:**

- Assist parents, students and staff as necessary
- Respond to inquiries, answer phone
- Create, update and process course selection sheets
- Update and process curriculum planning guide
- Maintain additional parent mailing list, mail additional report cards
- Prepare material for opening day of school (locator cards,, teacher rosters, administration classes)
- Assist with school mail outs
- Submit semester honor roll list to local newspaper

**Registrar**

- Update student directory information in computer
- Order diploma covers, cords
- Update summer school information
- Tally CBED report
- May assist students as needed in health technician's absence
- Compile accurate list of graduating students/graduation program
- Maintain independent study, teacher assistant, student store, office assistant, and library aide contracts
- Supervise student assistants
- Log in 8th grade cums and immunization files; maintain accounting of language survey forms
- Fill transcript requests
- Enter and recall data on a computer remote terminal
- Compute GPA for athletic eligibility
- Process end of the year computer files (roll-over) to next year
- Provide additional reports to SSU or feeder schools.
- Update and maintain duplicate mailing list
- Update, compile and input course selection sheet information

#### **EMPLOYMENT STANDARDS:**

- **Training and Experience** - SASI (student database software) experience desirable. Knowledge of standards office equipment, proper English usage, record keeping procedures, basic math skills. Ability to: work independently, operate computer at intermediate level, interact with students and the public, adapt to revisions in computer programs, interpret and apply district and school policies and procedures, analyze situations carefully and take effective course of action, work with others as a team.
- **Physical Effort/Working Environment** - Light physical effort; occasional standing or walking; periodic handling of light weight parcels and supplies. Indoor work environment.
- **Licenses and Certifications** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education** - High school graduate or equivalency.

West Sonoma County Union High School District  
Classified Salary Schedule - Range 26  
Work Year: 11 to 11.5 mos. (site determined)  
Approved: June 17, 1999  
Revised: