

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: Registrar
WORK YEAR: 198-260-Day depending on site

JOB DESCRIPTION: Under the general direction of a site administrator, perform complex clerical and statistical record-keeping duties related to the enrollment and maintenance of permanent school records. Assure compliance with established rules, regulations, policies and procedures. Perform other duties as assigned.

ESSENTIAL JOB TASKS:

1. Perform complex clerical and statistical record-keeping duties related to the enrollment and maintenance of permanent school records; assure compliance with established rules, regulations, policies and procedures.
2. Process paperwork for new students; assure accuracy and completeness of registration forms; establish cumulative and health files; distribute grades and paperwork to teachers; input student data into a computerized student information system.
3. Request records and transcripts for new students from previous schools; review and evaluate transcripts received from other schools to determine allowable credits; release and send records and transcripts to requesting schools, students and outside agencies; account for transcript monies received; process withdrawing students.
4. Establish and maintain a variety of student records and files including cumulative records, grades, credits and transcripts; process grade changes; maintain confidentiality of sensitive and privileged information.
5. Receive telephone calls and provide information and assistance to students, parents, staff and the public regarding student grades, enrollment and related policies and procedures; schedule meetings and appointments, if required.
6. Perform a variety of responsible and complex clerical duties including typing, filing and copying; type lists, requisitions, forms, reports, and correspondence; independently compose correspondence; purge records and files in accordance with established guidelines; operate a variety of office equipment including computer with assigned software, fax, copier, and printer.
7. Establish and maintain good working relationships with staff and students; greet and assist visitors at the counter as needed; answer phones and take and relay messages as appropriate.
8. Train and provide work direction to student assistants.
9. Maintain regular and prompt attendance in the work place.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of:

- *Proper English usage, grammar, punctuation, and spelling.
- *Proper office methods, procedures, and practices.
- *Record-keeping and report preparation techniques.
- *Basic school district policies, rules, and regulations.
- *Computer operations and software programs.
- * Telephone techniques and etiquette.
- * Interpersonal skills using tact, patience and courtesy.
- * Transcript evaluation and student enrollment procedures and requirements.
- * Graduation requirements.
- * Mathematical computations.

2. Ability to:

- *Establish and maintain effective, cooperative and harmonious work relationships with those contacted in the performance of required duties.
- *Understand and follow complex oral and written instructions in an independent manner.
- *Establish and accurately maintain a variety of complex records and files, and prepare related reports.
- *Communicate with others in an effective and sensitive manner, both orally and in writing.
- *Read, write, and speak correct English.
- *Perform advanced and complex mathematical calculations with speed and accuracy.
- *Analyze situations and take appropriate actions regarding routine procedural matters without immediate supervision.
- *Plan, organize, and coordinate assigned tasks so as to meet established timelines.
- *Perform keyboard skills of 50 wpm.

3. A combination equivalent to graduation from high school and three years of general clerical experience involving public contact and one year of student record-keeping activities.

4. Valid First Aid and CPR certification preferred.

5. Valid California Driver's License preferred.

SALARY: Placement on the CSEA Salary Schedule, Range G

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.