

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: High School Registrar

BASIC FUNCTION:

Under general supervision of an assigned site administrator, perform a variety of clerical activities and functions concerning the establishment and maintenance of automated and manual student records, student course schedules, and other student pertinent information; to review, update and distribute student records for transfer and storage; and do other related work as required.

ESSENTIAL DUTIES:

- Performs a variety of technical student-related clerical tasks, including the development of permanent student record file, file purging, typing, proofreading, filing, and recording of data.
- Receives, reviews, and develops a preliminary evaluation of enrolling student transcripts and coursework comparability with local coursework.
- Assists in determining student graduation standards and whether students meet graduation requirements.
- Assists in the registration process.
- Inputs and maintains computer records, storage, and retrieval system.
- Compiles confidential student record information and prepares reports and summaries.
- Answers the telephone and provides qualified callers with student information and data.
- Responds to written requests from appropriate agencies and persons regarding student information and records.
- Works closely with school counselors with highly confidential information, academic counseling, and college applications.
- Operates computer systems in maintaining the master student schedule, student enrollment information, student transcripts detail and a variety of other related student information.
- Reviews cumulative records to ensure accuracy and completeness and to ensure the content complies with State regulations and District policies and guidelines.
- Maintains student residency information and assists members of the educational community and other regarding student attendance areas.
- Records student course grades and prepares grade reports.
- Prepares routine correspondence in response to informational requests.
- Processes student transcripts for distribution.
- Organize, develop, maintain, and generate reports from data storage/retrieval system.
- Maintains alphabetical/numerical/subject matter files.
- Coordinates NCAA Clearing House requirements and full recordings.
- Maintains the District-adopted student data system for the school site as the system administrator.

OTHER REPRESENTATIVE DUTIES:

- Engage in cross training on school functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District trainings as required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern office practices, methods, and procedures pertaining to a junior high school student record management system.
- Appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts.
- Standard office machines and equipment.
- Automated record management, storage, and retrieval systems.

Ability to:

- Perform clerical work utilizing independent judgment and requiring speed and accuracy.
- Make simple arithmetical calculations accurately.
- Proficiently operate and maintain office equipment.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience:

Three years of experience performing varied general office or clerical functions, preferably including one year involving an automated student record management system.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by coursework in student transcript analysis, typing, automated record management, and general office practices.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.

- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 20 pounds, including office supplies and printed materials.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.