

# WINDSOR UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### **TITLE: Registrar**

**DEFINITION:** Under the general supervision of the Principal or Assistant Principal, performs highly specialized record keeping pertaining to maintenance of official student records; evaluating transcripts of incoming students; monitoring student records identifying graduation deficiencies and eligibility; sending official transcripts to other educational institutions; and performing related work as required.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Maintains permanent records of students' completed course work, including grades, grade changes, test scores, health records, student deficiencies, and other academic achievements of students; maintain other reports and records as necessary, including mailing list
- Registers new students; request records of new students from previous schools; reconcile transcripts from other schools; originate drop or transfer records for departing students
- Maintains electronic system used to compute grade point averages, transcripts, and senior class rankings
- Prepares diplomas for graduates according to eligibility list provided by counselor
- Orders, receives, and checks diplomas for accuracy
- Processes forms for use by teachers to record student grades, processes completed grade sheets, resolves errors, prepares and mails student grade reports
- Assists in the preparation and implementation of standardized testing programs
- Processes forms related to student scheduling information
- Prepares and sends copies of transcripts upon request to schools, colleges, scholarship sponsors and authorities
- Provides student record information to students, staff members, parents and the public as permitted by the California Education Code, District policies, and other regulations
- Verifies and distributes student information as requested by school administrators
- Works with administration and counselors in the preparation of the master schedule; enters master schedule data into computer; identifies errors and conflicts and takes appropriate steps to resolve errors and conflicts
- Performs other related work as required

### **REQUIRED QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Modern office methods, procedures and equipment

- Procedures in the maintenance of student records
- English usage, grammar, spelling, and punctuation
- Basic math
- Record keeping principles and procedures

**ABILITY TO:**

- Type 50 WPM, with accuracy
- Compile statistical data quickly and accurately
- Understand oral and written instructions
- Utilize educational and record keeping software
- Meet deadlines
- Demonstrate initiative
- Maintain cooperative relationships with high school students, parents and staff
- Maintain the confidentiality of school related information

**EXPERIENCE:**

- Three years of clerical and typing experience, preferably in a school or school district office

**EDUCATION:**

- High school or equivalent, including and supplemented by courses in typing and record keeping

**DESIRABLE QUALIFICATIONS**

- Ability to communicate in Spanish

First Reading: January 19, 1999

Second Reading: February 2, 1999

Approved: February 2, 1999

Reviewed by Classification Study Committee: July 27, 2016

Approved: 6/26/2018