



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

REGISTRAR – HIGH SCHOOL

DEPARTMENT/SITE: School Site

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 25

WORK CALENDAR: 261 Days

REPORTS TO: Principal

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Principal, the Registrar – High School registers students and maintains computerized current and former student records and files; providing student information to authorized parties in compliance with established policies; and providing general clerical support, information and/or direction as assigned. The incumbents in this classification provide the school community with high school student registration information, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class work at a large high school, primarily providing registration and records maintenance for academic student information. This class differs from the District Registrar, which handles more complex research cases, processes records of former students, and researches stored document.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Evaluates transcripts of incoming students to post grades and semester credit hours into the student information system.
- Maintains and verifies a variety of manual and electronic documents, files, and records (e.g., grades, transcripts, student information) to provide up-to- date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Performs student withdrawal activities (e.g., partial credit hours, Cal PADS, library check) to comply with established requirements.
- Prepares standardized documents and reports (e.g., report cards, class schedules, form letters and memos, calendars, periodic reports) to communicate information to other parties and/or agencies.
- Processes a variety of documents and materials (e.g., transcripts, job verification, New Student Registration forms, student lists) to provide required information in response to requests from students, other districts, colleges/universities and/or employment agencies.
- Researches discrepancies in student records to verify graduation status and ensure the accuracy of information.
- Responds to student records questions from a variety of internal and external sources (e.g., staff, other educational institutions, the public, parents and/or students) to provide information and/or direction.
- Reviews cumulative records, grades, transcripts, exam reports and withdrawal forms to file or send out to schools within or outside of the District.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory district trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation, and spelling
- Codes, regulations & laws related to student enrollment, graduation and transfer
- Master scheduling
- Business telephone etiquette
- Relevant computer software programs
- Customer service principles and practices

Skills and Abilities to:

- Operate standard office equipment
- Prepare and maintain organized, accurate records
- Communicate clearly in writing documents
- Schedule activities, meetings, and/or events
- Gather, collate, and/or classify data
- Work with a diversity of others in a variety of circumstances
- Analyze and problem solve issues and a variety of data
- Work with, and adapt to, changing priorities, time constraints and frequent interruptions
- Communicate with diverse groups of individuals
- Maintain confidentiality
- Work as part of a team
- Work accurately with detailed information
- Set priorities
- Work under minimal supervision
- Provide quality customer service

RESPONSIBILITY:

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School graduation or equivalent.

EXPERIENCE REQUIRED:

Two (2) years of increasingly responsible secretarial/clerical or record keeping experience in a school office working with records.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is generally performed in an indoor office environment, requiring extensive sitting and some walking and standing
- Light to moderate lifting, carrying, pushing, and/ or pulling of files or boxes
- Some stooping, kneeling, crouching, and/crawling to access files
- Manual dexterity to operate a computer keyboard and handle paperwork in the office.
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen