

## **SCHOOL REGISTRAR**

### **DEFINITION**

Under general supervision, at a junior or senior high school, performs responsible and detailed office support duties in the areas of registration, counseling, guidance and discipline; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

School Registrar is the advanced/specialist class of the school office support series. Specific duties may vary, depending upon the specific area of assignment; however, all assignments require frequent student and staff contact and the exercise of sound independent judgment in the application of practices and procedures in varying work situations. In a junior high school, Office Assistant differs from School Registrar primarily in the level of responsibility exercised regarding student schedules and records and in the degree of supervision received.

### **EXAMPLES OF DUTIES**

Duties vary depending upon assignment.

Processes and maintains a list of student transfers; requests and receives cumulative files from other schools for new students transferring into the school; sends cumulative files to other schools for new students transferring out of the school.  
Answers inquiries from other schools or from employers regarding student grades, attendance and other information contained in student permanent record file.  
Prepares student data transmittal forms and transmits them to the appropriate office for processing.  
Updates student information from transcripts received from other schools on computer after administration/counselor have evaluated to determine credit to be allowed, comparability of course titles, credit or graduation deficiencies and requirements for special needs students.  
Prepares eligibility lists for activity directors.  
Prepares lists of students eligible for honor roll by computing or assisting in the computation of grade point averages.  
Inputs transcript and changes to transcript, including grades.  
Establishes and maintains files such as transcript, correspondence, suspension, release and other permanent student records; establishes and maintains student permanent record cards and immunization records.  
Ensures that student immunization records are current, monitored and maintained.  
Maintains Master Schedule; adds or drops courses in the computer system; updates as necessary.  
Inputs, modifies and retrieves information from a variety of files and records using an on-line computer system.  
Prepares the graduation list, graduation program and orders diplomas.  
Provides and explains registration forms to new students; assists with driver education sign-ups; explains alternative programs to students and parents.  
Assembles and distributes forms to teachers for recording grades.  
Operates a variety of standard office equipment, including photocopiers, fax machines and other paper-processing equipment.  
Directs the work of student help and subordinate office support staff as assigned; trains staff in work procedures.  
Monitors schedules for and assists with preparation and administration of tests related to graduation requirements and/or college entrance.  
Prepares transcripts to accompany scholarship applications, ensuring that the record is complete and accurate.  
May assist the school secretary with the daily clerical work and/or may assist in the secretaries' absence with the checking in and out of substitute teachers and other certificated staff.

### **QUALIFICATIONS**

#### **Knowledge of:**

Standard office methods, practices, procedures and equipment.  
Computer applications related to the work, including word processing and spreadsheet applications.  
Business mathematics and statistical reporting practices.  
Standard English usage, spelling, grammar and punctuation.  
Record keeping and report preparation methods.  
Interpersonal skills including tact, courtesy and patience.

**Skill in:**

Learning, interpreting, applying and explaining applicable rules, policies and procedures related to the work.  
Performing a variety of responsible and office administrative support work with a minimum of supervision.  
Making mathematical calculations quickly and accurately.  
Compiling and maintaining accurate and complete records, files and reports.  
Directing the work of and instructing student assistants.  
Using sound independent judgment within general policy and procedural guidelines.  
Entering, retrieving and modifying data with a computer with sufficient speed and accuracy to perform the work.  
Prioritizing own work, performing several tasks at one time and meeting critical deadlines.  
Establishing and maintaining cooperative relationships with those contacted in the course of work.

**Education:**

Equivalent to graduation from high school.

**Experience:**

Two years of office support experience, preferably in a school-related setting.

**Physical Demands:**

Must possess mobility to work in a standard office and school setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 12/68R: 3/80

R: 11/85

R: 2/97

R: 2/03