

# **Job Description**

## San Ramon Valley Unified School District

### **Registrar – High School**

#### **Purpose Statement**

The job of Registrar – High S is done for the purpose of providing support to the educational process with specific responsibilities for performing a wide variety of advanced and highly complex record keeping duties, maintaining accurate student records related to enrollment, withdrawal, transcripts and graduation from high school in compliance with established policies; communicating with parents, students, alumni, staff, District personnel, other high schools, colleges, employers, authorized agencies and public to explain site, Board and District policies, and State regulations related to school admissions and student records; and providing general clerical support.

This job reports to Assigned Supervisor

#### **Essential Functions**

- Attends department meetings, in-service meetings and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Communicates with parents, staff and others regarding confidential or sensitive issues pertaining to the Counseling Department for the purpose of providing general information and/or routing inquiries in accordance with established guidelines and procedures.
- Edits and approves yearly student demographic information and District releases for each student for the purpose of processing address changes and confirming compliance with District policies.
- Maintains a variety of confidential and non-confidential documents, files, and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Processes new student enrollments for the purpose of ensuring new students are properly enrolled and placed in accordance with established guidelines and procedures.
- Prepares statistical reports for the purpose of updating school profile and accreditation.
- Prepares diploma list for graduates for the purpose of providing accurate student information for graduation program.
- Processes requests for student transcripts and letters of enrollment verification for the purpose of providing information and determining appropriate credits, grades and graduation requirements in accordance with established District guidelines.
- Provides input to District personnel to help guide changes in Board Policy regarding non-District courses for the purpose of maintaining and verifying completion of class and credits for students taking non-District courses, ensuring compliance with Board Policy.
- Responds to inquiries from students, parents, staff and District personnel regarding intra and inter-District transfers for the purpose of assisting staff and other District departments in processing transfers.
- Updates student information related to grades, credits, test scores, enrollment history, residency and other essential student demographic information for the purpose of establishing and maintaining automated records and files, generating and distributing computerized reports related to student information and ensuring accuracy of input and other data.

- Withdraws students according to established procedures, completes required forms, attempts to clear unpaid financial obligations, submits records to new school as requested, and notifies staff as appropriate for the purpose of providing necessary services and adhering to District guidelines and regulations.
- Works with counselors, students and parents to process college applications for the purpose of ensuring proper and accurate information.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software; preparing and maintaining accurate records; and interpersonal skills using tact, patience and courtesy.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; and business telephone etiquette; district curriculum and grade requirements for graduation; accurate record-keeping methods and practices; and college and university requirements and application processes.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and reading, writing and communicating clearly in English; meeting schedules and time lines; and reading, interpreting, applying and explaining rules, regulations, policies, and procedures.

#### **Responsibility**

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

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Three years of clerical experience, preferably working with student records.

**Education (Minimum):** High School Diploma or equivalent. College level or secretarial coursework preferred.

**Required Testing**

None Required

**Certificates and Licenses**

None Required

**Continuing Educ. / Training**

Maintain Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range 18

**Revised Date**