

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: REGISTRAR**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, prepare, maintain, modify and evaluate manual and automated scholastic records; monitor and assess student records to identify graduation deficiencies and eligibilities; obtain and respond to requests for student records and information.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Prepare, maintain, modify and evaluate manual and automated scholastic records; establish and maintain permanent student records and related filing systems; maintain confidentiality of sensitive and privileged information.

Input data regarding current and new students including grades, credits, test scores, attendance and other student information into an assigned computer system; generate a variety of computerized lists and reports related to student information.

Monitor and assess student records to identify graduation deficiencies and eligibilities; evaluate transcripts received from other schools to determine allowable credits; communicate graduation deficiencies and eligibilities to appropriate administrators, parents and counselors.

Compile data related to current and new students including grades, credits, test scores and other student information; contact other schools to request transcripts and student information; update student information in response to grade and schedule changes; calculate GPA's.

Respond to inquiries from students, parents, staff, schools, alumni and various outside agencies concerning student information; provide official or unofficial transcripts and information related to student grades, credits, graduation status and related data; prepare transcripts for mailing to requesting agency.

Prepare a variety of letters, forms, applications, packets, memoranda, reports and correspondence related to assigned activities; disseminate materials and information to students, staff, parents and the public.

Review program and schedule changes and modify student records; distribute information concerning student schedule changes to faculty and other departments.

Receive telephone calls, greet visitors and provide information and assistance to students, parents, staff and the public regarding student grades, enrollment and related policies and procedures.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Distribute, collect, and process scanned grade forms, report cards and variety of specialized forms and applications; review for completeness and accuracy; duplicate materials as necessary.

Work with other clerical staff to order and process diplomas and related graduation materials as

Adopted by the Board on November 24, 2009

required; prepare lists of graduates and submit for printing; assist with coordinating graduation activities and preparation of graduation programs.

Participate in a variety of assigned activities such as withdrawing exiting students, enrolling new students, assisting with testing activities and assist the administrator in the development of the master schedule.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Transcript evaluation, maintenance and processing methods, procedures and guidelines.  
State and organizational requirements for graduation.  
Modern office practices, procedures and equipment.  
Applicable laws, codes, regulations, policies and procedures.  
Record-keeping, report preparation and filing techniques.  
Telephone techniques and etiquette.  
Oral and written communication skills.  
Principles of training and providing work direction.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Methods of collecting and organizing data and information.  
Data entry techniques.

**ABILITY TO:**

Prepare, maintain, modify and evaluate manual and automated scholastic records.  
Monitor and assess student records to identify graduation deficiencies and eligibilities.  
Obtain and respond to requests for student records and information.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Determine appropriate action within clearly defined guidelines.  
Answer telephones and greet the public courteously.  
Type or input data at an acceptable rate of speed.  
Work independently with little direction.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain confidentiality of sensitive and privileged information.  
Perform arithmetical calculations and record review with speed and accuracy.  
Compile, assemble, verify and prepare data for records and reports.  
Complete work with many interruptions.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Adopted by the Board on November 24, 2009

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience including some experience maintaining student records.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

**HAZARDS:**

Exposure to potentially volatile and emotional students and parents.