

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: REGISTRAR

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform various complex clerical duties and statistical record-keeping duties relating to the enrollment, graduation or withdrawal of high school students according to established policies and procedures; evaluate, process, maintain and record course work and credits, student grades, grade point averages and test scores.

REPRESENTATIVE DUTIES:

Prepare permanent records for incoming students; request records from out-of-district schools and record grades on permanent records; analyze foreign, domestic and out-of-district transcripts.

Prepare transcripts as requested by other schools; forward academic, health and other records as appropriate; prepare notice of indebtedness and clear unpaid financial obligations as appropriate; collect transcript fees as appropriate.

Review incoming transcripts for grade and course deficiencies; review incoming records to assure that course work completed meets State requirements for graduation; confer with counselors regarding deficiencies and credit problems.

Evaluate and post credits and grades earned in summer school, off-campus courses and other authorized programs.

Respond to inquiries regarding student grades from other schools, insurance companies, employers, parents and authorities; verify and provide information contained in permanent student records as appropriate.

Initiate correspondence and maintain student permanent records files.

Provide information as needed for school and private awards; record honors, awards and scholarships received by each student; prepare award certificates; affix picture, emblem, sticker or other award designation to permanent records.

Prepare and maintain a variety of detailed statistical records, files and reports related to student enrollment and eligibility for graduation; maintain confidentiality of records and information.

Update student records regarding credits and courses needed for graduation; discuss credits and grades with counselors, students and parents; communicate with teachers regarding grade changes, omissions and incompletes.

Review senior records and prepare deficiency lists; receive and monitor senior failure notices; obtain final information for teachers regarding graduation status; advise administrators and counselors of non-graduates.

Compile a list of potential graduates and submit to appropriate District administrators; order and proofread diplomas; prepare envelopes and diplomas for graduation; prepare and type lists of graduates, non-graduates and senior failure and unsatisfactory reports.

Provide work direction and guidance to student assistants as assigned.

Maintain current knowledge of District and State graduation requirements and applicable codes and laws and assure compliance with established regulations and timelines.

Operate a variety of office equipment including typewriter, adding machine, duplicating equipment, computer hardware and scanner.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Foreign and domestic transcript evaluation.

State regulations regarding competency tests, health records and confidentiality.

State and District requirements for graduations.

District policies and procedures related to registration and permanent student records.

Modern office practices, procedures and equipment.

Record-keeping techniques.

District organization, operations, policies and objectives related to job.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Organize, compile and evaluate data pertaining to student course work, grades and enrollment.

Operate a variety of office machines such as typewriter, adding machine, duplicating equipment, computer hardware and scanner.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Learn and apply rules, regulations, laws and policies pertaining to job.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Work cooperatively and effectively with others.

Type at 50 words net per minute from clear copy.

Maintain complex records and prepare reports.

Communicate effectively both orally and in writing.

Complete work with many interruptions.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of increasingly responsible clerical experience, including at least one year experience maintaining student records.

WORKING CONDITIONS:

High school office environment.

