

## **Livermore Valley Joint Unified School District Job Description**

**TITLE:** Registrar – High School

**CLASSIFICATION:** CSEA

**REPORTS TO:** Principal or Designee

**BASIC FUNCTION:**

Under the supervision of a Vice Principal, performs a variety of complex clerical and statistical record keeping duties related to the enrollment, graduation or withdrawal of high school students including those in special programs, according to established policies and procedures. Receives, sets up, and evaluates records, updates files with class credits and grades, and evaluates records for compliance with graduation requirements. Maintains and archives academic records. Understands and works effectively with people of differing cultures.

**REPRESENTATIVE DUTIES:**

- Maintains students' permanent records with confidentiality. Enters information according to the school-based student information system. Receives new data and/or revisions, enters data, and routes updated information to appropriate staff or departments.
- Assists parents with the completion of registration materials. Provides brief orientation to new parents and students on registration according to District Residency Process, and school policies and procedures.
- Prepares permanent records for incoming students; requests records from out-of-district schools and records grades on permanent records; interprets foreign, domestic and out-of-district school transcripts, and converts grade and hour credits to corresponding units as used within the District.
- Reviews senior records and certifies eligibility for graduation as assigned; orders diplomas; advises administrators of non-graduates.
- Operates a variety of office equipment including typewriter, calculator, computer terminal, printer and copier; enters data in a computer and assures the accuracy and completeness of input.

- Maintains current knowledge of District and state graduation requirements and applicable codes and laws and assures compliance with established regulations and timelines.
- Prepares transcripts as requested by other schools; forwards academic, health and other records as appropriate; attempts to clear unpaid financial obligations as appropriate.
- Maintains records for Honor Roll; prints and distributes honor roll certificates.
- Maintains a list of students who qualify for the Academic Block L Awards. Prints certificates and orders Block L's and Star Pins.
- Primary point person at the site level for maintaining accurate data reported to CalPADS; responsible for correcting errors.
- Assists with grade changes and grade data entry issues that may arise due to grade roll over; ensuring that all grades are submitted for students and communicating with other sites regarding missing information.
- Completes special projects for the District such as generating reports for programs for a specific student demographic.
- Responsible for submitting student demographic data to Middle College site administrators; enters Community College grades and coursework on transcripts in a timely fashion.
- Assists appropriate staff responsible for printed course catalog to ensure physical catalog is consistent with online course registration.
- Responsible for troubleshooting passwords for yearly course registration and other school related passwords within the school-based student information system.
- Work with CWA Specialists to provide accurate McKinney-Vento information and communicate with appropriate personnel regarding potentially sensitive student information.
- Update school-based student information system to reflect accurate student codes so appropriate information is reported to CalPADS and students receive adequate services.
- Work closely with Special Education during new student registration to communicate regarding new students with IEPs, 504s, etc. Communicates with Special Education, requests necessary documentation in accordance with established timelines in order to ensure continuity of services.

- Responsible for reviewing senior check out cards, and communicating with Vice Principals and School Counselors regarding non-passing grades and non-graduating students.
- Updates student grades in the NCAA Clearinghouse for student athletes attending NCAA colleges and universities.
- Prepares and maintains a variety of detailed records, files, and reports related to student enrollment, eligibility for graduation and college application; maintains confidentiality of records and information.
- May verify enrollment and attendance records for Social Security, Social Services, Department of Education, Military Agencies, auto and medical insurance companies.
- Responds to inquiries regarding student information from schools, colleges and universities, employers, parents/guardians, and authorized agencies; verifies and provides information contained in permanent student records as appropriate.
- Performs other job related duties as assigned.

#### **SKILLS, KNOWLEDGE AND ABILITIES:**

KNOWLEDGE is required of registration and student file requirements; applicable District policies and procedures and state codes; origination and compilation of cumulative student records; school site course/activity schedules; matriculation and graduation requirements; computer software and special applications for storing and retrieving student information; record keeping, data entry, file management, general office practices, and clerical functions.

ABILITY is required to organize, develop and implement controls and procedures for the security and privacy of large volumes of alpha and numeric student data; convey a positive image of the school, school performance, programs, policies, and procedures to new students and parents; prepare basic professional correspondence and reports; maintain complex sets of records and reports consistent and compliant with defined requirements; translate subjects and credits from other schools and adapt them to the District's grading system and school calendar; interpret, apply, and communicate District policies and procedures and State Education Codes covering registration, records, matriculation, and graduation; interact with a diverse range of formal and informal contacts with courtesy and patience; maintain the privacy of student records and information; understand and implement constant changes involving district and state policies.

#### **MINIMUM QUALIFICATIONS:**

**EXPERIENCE:** Five years of responsible experience providing administrative support in records, attendance, or data entry. College-level course work may substitute for some experience.

**EDUCATION:** High school diploma or equivalent.

**EQUIVALENCY:** A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

**REQUIRED TESTING:** Pre-employment Proficiency Test may be required.

**CLEARANCES:** Meet employment requirements as applicable with state, federal, local laws and Board Policy.

**TERMS OF EMPLOYMENT:**

- 12 month position
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District

**SALARY RANGE:** CSEA salary schedule placement: Level 19

**FLSA STATUS:** Non-Exempt

**Work Environment:** The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally, the job requires 75% sitting, 15% walking, and 10% standing. The job is performed in a generally hazard free environment.