

## **REGISTRAR**

### **Purpose Statement**

The job of Registrar was established for the purpose/s of registering of students and maintaining both physical and computerized student records and files (i.e. enrollments, grades, credits, transcripts); providing student information to authorized parties in compliance with established policies; and administrative support, information and/or direction as may be assigned. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to Assistant Principal of Student Services

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### **Essential Functions**

- Assists parents/guardians with student registration for the purpose of ensuring adherence to mandated requirements for enrolling students and ensuring accuracy of information.
- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Evaluates and inputs transcripts of incoming students for the purpose of transferring grades and semester credit hours into the student information system.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Initiates enrollment and processes records (e.g. new student enrollment, re-enrollment, change of address, etc.) for the purpose of complying with established requirements.
- Initiates withdrawals and processes records (e.g. regular withdrawal, outside placements, expulsions, transfers) for the purpose of complying with established requirements.
- Maintains a variety of manual and electronic documents, files, and records (e.g. grades, transcripts, student temporary and permanent records, orders of protection, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the building.
- Prepares standardized documents and reports (e.g. report cards, class schedules, form letters and memos, periodic reports, etc.) for the purpose of communicating information to other parties and/or agencies.
- Processes a variety of documents and materials (e.g. transcripts, job verification, test scores, etc.) for the purpose of providing required information in response to requests from students, other districts, colleges/universities and/or employment agencies.
- Provides government agencies with required confidential reports (e.g. adult probation, juvenile probation, social security, disability) for the purpose of complying with legal requirements.
- Researches discrepancies in student records for the purpose of verifying graduation status and ensuring the accuracy of information.

- Responds to questions from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and/or students, etc.) for the purpose of providing information and/or direction.
- Verifies residency of students annually (e.g. third party, lease, guardianship) for the purpose of ensuring the student is compliant with District residency requirements.
- Verifies student related data (e.g. grades, information, etc.) for the purpose of ensuring the accuracy of the student records.

## **Other Functions**

- Assists with basic bookkeeping procedures and services (e.g. student fees, fee sheets) for the purpose of collecting funds required and documenting information.
- Informs appropriate personnel of possible student course deficiencies for the purpose of assisting in addressing student course requirements.

## **Job Requirements: Minimum Qualifications**

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

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally 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 pertinent software; preparing and maintaining accurate records; customer service; effective listening; effective communication skills; guiding others; interpersonal aptitude; office practices; problem solving; and use of technology.

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 solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; current and emerging technology; english grammar/punctuation/spelling/vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule activities and/or meetings; 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 wide diversity of individuals; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; 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; working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English; decision making; leadership and direction; multi-tasking; organizing; reliability; taking initiative; working extended hours when required; and bilingual desired.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Equivalency** Some secretarial experience is preferred.

**Required Testing**

Pre-employment Physical Exam  
Pre-employment TB Test

**Certificates & Licenses**

High School Diploma or Equivalent

**Continuing Educ. / Training**

Evaluation as outlined in the PASS Negotiated  
Agreement

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

3/11/2010

**Salary Grade**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_