

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: REGISTRAR I (Range 15)**

#### **BASIC FUNCTION:**

Under direction of a Counselor, perform tasks involving the maintenance of records and transcripts at an assigned middle school or special school site; perform clerical assistance duties for Counselors and others as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

Registrar I incumbents perform tasks involving the maintenance of records and transcripts at an assigned middle school or special school site. Registrar II incumbents are assigned to a comprehensive or alternative high school.

#### **REPRESENTATIVE DUTIES:**

Register new students; review registration materials for completeness and adherence to District and State requirements; enter new students in computer; provide information packets to students; participate in various pre-registration activities. *E*

Review immunization records and refer students not meeting immunization requirements to health clinic; follow up to assure proper immunizations are maintained. *E*

Set up and maintain student permanent record card; record grades, grade changes and previous schools attended. *E*

Process incoming and outgoing cums, maintain records and forward to appropriate personnel; file transcripts, grade changes, report cards and other documents in cums and update cums as needed. *E*

Request cumulative records from previous schools and follow up to assure receipt of records; receive and respond to requests for cumulative records from other schools. *E*

Notify teachers and parents of conferences; request homework from teachers as needed. *E*

Maintain related records, lists and files and prepare reports; maintain current enrollment book; prepare and maintain cum and counseling files. *E*

Update and maintain student data in computer regarding withdrawals; maintain student schedules, process changes and print new schedules; prepare a variety of withdrawal-related paperwork; submit cums to Records Department or in-District new school and maintain logs as appropriate. *E*

Provide information by telephone or in person and receive information and refer messages to appropriate personnel or outside agency; maintain confidentiality of information according to established guidelines. *E*

Coordinate with appropriate personnel the mid-trimester progress reports; collate, distribute, collect, verify and return completed scan sheets according to established timelines. *E*

Schedule School Attendance Review Board (SARB) and Student Study Team (SST) as assigned; notify parents; prepare and type related documents; duplicate student records such as report cards, progress reports, test scores, attendance and other records as needed and attach appropriate files to cums and generate information from the computer as needed. *E*

Type and update lists of students involved in intra- and inter-District transfers; type and update schedule books, according to established time lines; type course catalogs and registration cards as assigned. *E*

Assemble and distribute necessary forms to teachers for recording grades; enter grades in computer; print grade lists for teacher verification; input changes and print and distribute progress reports and report cards; verify accuracy of scan sheets. *E*

Perform clerical support duties including typing letters, memos and reports and processing Counselor's mail; compose letters, memos, schedules and other documents independently. *E*

Assist in the preparation of the drop-out report for the State; monitor and track students and transcript requests; prepare and complete related forms.

Assist with child abuse cases as directed.

Train and provide work direction to assigned student assistants.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Accurate record-keeping methods and practices.

Computer applications and equipment.

Modern office practices, procedures and equipment.

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

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and objectives.

### **ABILITY TO:**

Perform various clerical processing and record-keeping duties involving student permanent records, cumulative files and data processing input.

Perform clerical assistance duties for Counselors and others.

Plan, schedule and coordinate data processing needs for the school.  
Interpret and appropriately apply rules, regulations and policies governing student records.  
Establish and maintain cooperative and effective working relationships with students, staff and the public.  
Work with data processing equipment in programming information.  
Type at 40 words net per minute from clear copy.  
Interpret and apply basic knowledge of computer programming.  
Make arithmetic calculations quickly and accurately.  
Work independently with little direction.  
Determine appropriate action within clearly defined guidelines.  
Meet schedules and time lines.  
Plan and organize work.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by business and secretarial courses and one year of responsible clerical and secretarial experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL ABILITIES:**

Seeing to read and prepare various materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting for extended periods of time.  
Bending at the waist or reaching overhead, above the shoulders and horizontally to store or retrieve files.