

## **SAN JOSE UNIFIED SCHOOL DISTRICT**

### **I. Title Registrar**

### **II. Definition**

Under general supervision, to maintain all permanent records of students at a high school or middle school; sets up records for new students; forwards records for transferring students; does clerical work required for the data processing of student information transcripts, cumulative files, and report cards; and to do related work consistent with the job description.

### **III. Examples of Duties**

Takes charge of setting up and maintaining student permanent records in a high school or middle school; evaluates and certifies graduating students' eligibility for graduation; informs students and parents of school rules and policies; arranges for testing of new students and sets up tentative schedules when needed; refers students to appropriate administrator; transfers students out of school; attempts to collect books and money from students who leave the school without returning them or paying amounts owed to school; requests transcript of grades and records of new students from previous schools; sends records of former students to other schools; develops and maintains routine recordkeeping systems for ADA; keeps an accurate account on all students by grade level for enrollment reports; acts as liaison with other schools, offices and school districts on matters related to student records; updates and maintains accurate, complete records for students; may perform other clerical duties such as arranging for home teaching; requesting homework for students who are ill; verifies and types work permits; may type correspondence for school administrators; answers school phones and refers calls to appropriate sources; may train and supervise assigned student workers and volunteers; assists other school office personnel when requested to by site administrator or designee; maintains and enters data through the use of computer terminals. Explains the purpose of the Enrollment Centers; and directs parents to the Centers for assignment and registration.

#### IV. Distinguishing Characteristics

Not applicable.

#### V. Employment Standards

##### A. Knowledge of:

Modern office methods, equipment, and machines including filing systems, computer print-outs and letter and report writing;

Basic math;

Oral and written communication techniques;

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

##### B. Ability to:

Meet the public tactfully and courteously and to establish and maintain cooperative and effective working relationships;

Compile statistical data quickly and accurately;

Perform a variety of difficult, responsible clerical work in the registration of students and maintenance of student records in a typical school environment with constant interruptions.

Relate to students in a warm and caring manner;

Learn to interpret and apply state and federal laws, rules and District policies;

Make arithmetic calculations;

Understand and carry out oral and written instructions;

Learn to operate a computer terminal;

Work independently with minimal supervision;

Type at a speed of not less than 45 words a minute from a clear copy.

**C. Education/Training/Experience:**

Completion of the twelfth grade or equivalent, two years of increasingly responsible clerical experience, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed above.

**D. Licenses/Certificates:**

**VI. Specific Qualifications**

Must pass District clerical test and typing or computer test.

Bilingual skills may be required.

Date 7/1/04 Board (revised)

Work Year: 12 months

Range: 21a

Category Code: RGR

This position was previously titled: Registration Clerk then Registration Technician in accordance with the Ewing Report dated July 29, 1997.

RR:drj