



Classification Specification

DISTRICT REGISTRAR

Department:	Student Services
Reports To:	Director of Student Services
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2020

General Description:

Enroll and withdraw students in accordance to established procedures; distribute student records for transfer and storage; prepare, maintain, modify and evaluate manual and automated scholastic records in accordance with records retention procedures; provide information to authorized parties in compliance with established policies; review student records including graduation deficiencies and eligibilities; provide information to authorized parties; maintain confidentiality of sensitive and privileged information.

Essential Duties and Responsibilities:

- Initiate and monitor the enrollment of elementary, middle school and high school students into the District's assigned computer system; input and upload enrollment data regarding new students including grades, credits, test scores, attendance and other student information into the Student Information System; create and maintain automated student records; generate a variety of computerized lists and reports related to student information, enrollment data and student attendance.
- Verify and update contact information and addresses for District students; verify and maintain student residency information; respond to written requests regarding student information and records, including transcripts for former students and student records requiring verification.
- Oversee and monitor data in the Student Information System related to student attendance areas, including, multiples residents, caregivers, homeless (McKinney-Vento students) and foster youth; process and track student data related to inter-district permits, intra-district permits, releases and Allen Bill permits.
- Maintain and update District-wide and school site enrollment counts; prepare and maintain a variety of spreadsheets on a weekly basis; monitor and maintain that student enrollment falls within State and District requirements.

- Prepare and distribute forms, applications, packets, memoranda, reports and correspondence related to enrollment and related information and assigned activities; prepare timely correspondence via electronic and regular mail; compile, file and duplicate materials and technical data reports as needed; process a variety of forms and applications; assemble mailings and disseminate materials and information to students, staff, parents and the public as directed.
- Serve as an informational resource to students, parents, school sites and the public concerning enrollment and related policies, procedures, objectives, support resources and activities; respond to inquiries and provide information regarding inter-district transfers, intra-district transfers, Allen Bill permits and releases; assist parents with locating appropriate School District services.
- Coordinate and record monthly SARB meetings; maintain member lists; maintain schedule of SARB meetings; prepare and mail meeting notices; set up the District Boardroom for monthly meetings; prepare SARB packets and annual SARB report for Los Angeles County Office of Education (LACOE); contact and schedule meeting follow-up with parents and students; ensure record of meeting attendance; prepare monthly SARB meeting reports.
- Maintain record of homeless, foster youth and children of members of the Armed Forces; ensure District's records reflect current information and update to student records, transcripts, and parent's job verification.
- Organize and maintain enrollment and attendance records for students participating in Home/Hospital instruction; update attendance records in computerized system as needed; prepare reports for submission to Fiscal Services.
- Process Inter-District, intra-District, releases and Allen Bill Permit Renew notices; organize and set up attendance report for multiples caregivers; update homeless and foster care monthly status for District's food services and County Office surveys.
- Purge and shred student record files as required; prepare permanent student files for archived storage, scan, and shredding of non-essential files.
- Assist and schedule an appointment with Assistance League of Arcadia's Operation School Bell for clothes, toiletries, backpack, school supplies, and other necessities for homeless children; coordinate resource pick-up from County Office of Education warehouse and McKinney Youth.
- Maintain the Home/Hospital student enrollment database; request home instruction teacher; prepare letters to parents; prepare attendance register for teachers; record the attendance and monthly attendance reports for Fiscal Services.
- Maintain and submit teachers' Home/Hospital pupil-to-teacher ratio (PTR); prepare and submit hourly sheet for payroll for High School students; ensure grades and credits are recorded and entered into assigned District's databases.
- Maintain active and inactive student records; review cumulative reports to ensure accuracy, completeness and compliance with state regulations and District policies and guidelines; maintain physical storage and retrieval system of student data records; work with school site registrar to schedule and coordinate counseling appointments.
- Process, generate and maintain a variety of documents and materials such as mandated reports, lists, surveys, and statistics related to student attendance , enrollment , health , ethnicity, academic achievement, and residency.
- Respond to emails and phone calls; provide requesting party with appropriate student information and data; provide necessary documentation to assist with compiling free/reduced lunch data and California Basic Educational Data (CBEDS) information.
- Attend meetings and training sessions to convey and receive information; operate computer and utilize assigned software.

- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Computer programs used for student enrollment, word processing, Information Systems, and data processing.
- Enrollment services principles, practices, and terminology including applicable education codes.
- Modern office methods, practices, and procedures.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- District and departmental practices and procedures related to the assignment.
- Basic math including the use of applicable formulas for spreadsheets and queries.
- Enrollment documentation procedures related to education code requirements.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- State and district regulations, policies and guidelines for student records and graduation requirements.
- Transcript evaluation, maintenance and processing methods, procedures, and guidelines.
- Computer software including student information systems, automated record management and filing systems for creating, maintaining, and retrieving student records.
- Record keeping, report preparation and filing techniques.
- Understand and carry out verbal and written directions.
- Methods of collecting and organizing data and information.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Interpret, apply, and explain applicable laws, codes, rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Verify student records and transcripts.
- Compile, assemble, verify, and prepare data for records and reports.
- Meet schedules and timelines.
- Add, subtract, multiply and divide quickly and accurately.
- Work independently under general supervision.
- Type or input data accurately at an acceptable rate of speed.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Maintain confidentiality of sensitive and privileged information.
- Maintain cooperative and effective working relations with children and adults.

Education and Experience:

Education: High school graduation or equivalent GED.

Experience: Two (2) years of experience performing clerical functions involving frequent public contact.

Licenses, Certifications, and other requirements:

- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/office work environment.
- Normal levels of ambient noise.
- Fast-paced work environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Perform repetitive motion related to keyboard entry or typing.
- Operate office equipment.
- Work at a table or desk for extended periods.
- See for the purpose of reading.
- Hear and understand at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Reach in all directions.
- Bend, twist, stoop or kneel.
- Stand and or walk around for extended periods of time.
- Lift and carry objects up to 30 lbs. in weight.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.