

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Registrar	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0560	<b>WORK YEAR:</b>	11 to 12 Months
<b>DEPARTMENT:</b>	School Site	<b>SALARY:</b>	Range 53 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	01-01-65
		<b>BOARD REVISION:</b>	03-01-94
		<b>HR REVISION:</b>	04-27-12

**BASIC FUNCTION:**

Perform diverse, specialized work related to the complete and accurate student academic school records for students in an assigned school; assure accurate grade histories; enroll, transfer, and drop students according to established procedures.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Evaluate and post out of district, state, and foreign transcripts and other specialized documents; maintain confidential student files and records related to grades, progress reports, and test results; generate deficiency notices, report cards, and semester grades. **E**

Process and transmit requests for transcripts, GED records, test scores, student records, and scholarships; certify transcripts; interpret transcripts utilizing state laws and district regulations. **E**

Enroll new students according to established procedures, and assign to proper grade level, counselor, and homeroom; submit proper forms and information to appropriate office; coordinate new student orientation and registration process. **E**

Withdraw students according to established procedures, forward student records upon request, and complete required forms. **E**

Evaluate transcripts and other specialized documents to determine academic credit eligibility for graduation. **E**

Audit student records to ensure accuracy and completeness of grades, credits, and graduation eligibility; order diplomas for graduates, may order caps and gowns, and prepare the senior graduation list with class rank and averages; complete graduate transcripts. **E**

Communicate with administrators, counselors, students, parents, teachers, educational institutions, the military, and state and federal agencies concerning scholastic programs, graduation requirements, graduation verifications, admissions, withdrawals, transcripts, and other specialized documents. **E**

Verify active and inactive student grades, attendance, discipline, test scores, average grade points, and verify eligibility for designated extracurricular clubs or activities; update student permanent records as needed; assist in the evaluation and selection of students for specialized programs. **E**

Purge old student records and files, and forward to student records for document imaging; complete and transmit a variety of records, cards, and reports related to assigned activities. **E**

May act as a student information system site coordinator, and setup user accounts and the ability to access the system; provide training and information to school site staff on the use of the student information system. **E**

Assist in the planning of processes, procedures, and implementation of new requirements and laws as related to the position. **E**

Compose letters, memorandums, procedures, and a wide variety of informational documents; compile and prepare reports; provide work direction to student assistants, parent volunteers, and other staff. **E**

May create the master schedule, schedule students, and implement and maintain the student attendance system at an alternative school or small high school. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer and related software to compile, input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries from computer database; maintain student information including student demographic information; operate standard office equipment; lift light objects. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate's degree, and four years of increasingly responsible technical recordkeeping experience, preferably at the high school level. California school district experience preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

Keyboarding .....	55 Correct WPM
Word.....	80% Overall Score
Excel.....	80% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

District curriculum and grade history requirements for graduation.  
 Accurate record-keeping methods and practices.  
 State and district regulations related to dropping, enrolling, and transferring students.  
 Graduation requirements and college/university grading systems.  
 Other school districts' grading systems, graduation requirements, and policies.  
 Applicable sections of State Education Code and other applicable laws.  
 Query statements, database programs, student information system, etc.  
 Operation of a computer, related software, and standard office equipment.  
 Current office practices, procedures, and equipment including filing, statistical record keeping.  
 Correct English usage, grammar, spelling, punctuation, and vocabulary.  
 Reading and writing communication skills.  
 Interpersonal skills using tact, patience, and courtesy.  
 District organization, operations, policies, and objectives.  
 Health and safety regulations.

#### **ABILITY TO:**

Perform the basic function of the position.  
 Establish and maintain official permanent records of students.  
 Perform complex clerical tasks involving independent judgment and requiring accuracy.  
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
 Post, check, and maintain file and statistical records accurately.

- Establish and maintain cooperative and effective working relationships with others.
- Perform computational tasks with speed and accuracy.
- Maintain records and prepare reports.
- Operate a computer, related software, and standard office equipment.
- Complete work with many interruptions.
- Lift light objects according to safety regulations.
- Work independently, and meet schedules and timelines.
- Work confidentially with discretion.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Sit, stand, and walk for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read and review various documents related to assigned activities and view a computer monitor; lift light objects.

**SAMPLE HAZARD:**

Contact with dissatisfied or abusive individuals.

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date