

JOB DESCRIPTION
Nogales Unified School District #1

REGISTRAR-HIGH SCHOOL

Purpose Statement:

The job of REGISTRAR-HIGH SCHOOL is done for the purpose/s of performing specialized and responsible clerical and technical tasks related to the maintenance of student records and files; as well as related duties as required in the activities of the Guidance Department, and maintaining an automated student information system.

This job reports to PRINCIPAL

Essential Functions

- Audits a variety of programs and processes (e.g. certify students for graduation,) for the purpose of ensuring compliance with established policies, procedures and/or education codes.
- Compiles a variety of reports and recommendations (e.g. graduation rate report, year end reports, honor rol list, principal's list, failing grade reports, progress reports, report card,) for the purpose of providing accurate information.
- Coordinates a variety of activities (e.g. "CLASS OF" for AIMS testing, calculates grade point average on graduating students, incoming seniors and incoming juniors, compiles top 50%, 25%, and 5% of incoming seniors and juniors for scholarships, prepares and modifies master/student/teacher schedules, mail out information to parents regarding powerschool/passwords) for the purpose of delivering services in conformance to established guidelines.
- Informs Administrators, Guidance Counselors and Guidance Technicians of possible student credit deficiencies or unusual placements (e.g. progress report and report cards to include grade verification rosters, failing list of student by grade level to counselors, calculates grade point averages on graduating students, incoming seniors, and incoming juniors) for the purpose of ensuring student success.
- Interprets and evaluates transcripts of incoming students (e.g. independent study grades) for the purpose of transferring grades and semester credit hours into the district student information system.
- Maintains a variety of files, documents and student records (e.g. grades, transcripts, academic achievement records, etc.) for the purpose of documenting and/or providing reliable information relative to student records.
- Performs enrollment and unenrollment activities on the automated student information system and prepares and maintains permanent student record and cumulative folders for all students (e.g. requests records on new students, data entry of all student records) for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Prepares written materials (e.g. reports, memos, letters, transcript requests for college admission, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes requests from students, other districts, colleges/universities and/or employment agencies (e.g. transcripts, job verification, student course requests, attendance/graduation verification, etc.) for the purpose of providing required information.
- Responds to inquiries of staff, other educational institutions, the public, parents and/or students (e.g. mail out transcripts, processing student withdrawals as needed,) for the purpose of providing information and/or direction.
- Reviews established guidelines in evaluating incoming student transcripts for the purpose of ensuring their conformance with district grading, curriculum and course credit systems.
- Verifies information and grades on report cards for the purpose of ensuring the accuracy of the information.

Other Functions

- Assists other personnel (e.g. summer school program, mailings, testing, graduation ceremonies, return mail, powerschool monitor) for the purpose of supporting them in the completion of their work activities.

- Attends meeting/trainings as assigned (e.g. workshops, powerschool training, in-services) for the purpose of conveying and/or gathering information required to perform functions.
- Presents information on administrative procedures, services, regulations, etc. (e.g. provides information/assistance to parents regarding social security, medical assistance, food stamps, powerschool,) for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- Serves as resource to employees and/or organizations for the purpose of interpreting and conveying appropriate procedures required for district operations.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment
 performing accounting procedures
 performing standard bookkeeping
 preparing and maintaining accurate records.

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 understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: computer operation/skills
 accounting/bookkeeping principles
 bilingual (english/spanish)
 office methods and procedures

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with 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 a variety of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality
 meeting deadlines and schedules
 working with detailed information/data.

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 some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 50% walking, and % standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 5

Job description available upon request