



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

REGISTRAR

DEFINITION:

Under the direction of an Administrator or Supervisor, prepare, maintain, modify and evaluate manual and automated scholastic records and reports at the District high schools; input and compile data related to student grades, credits, test scores attendance and other student information into an assigned system; obtain and respond to requests for student records and information, ensure compliance with District, State and federal guidelines; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Prepare, maintain, modify and evaluate manual and automated scholastic records; establish and maintain permanent student records and related filing systems; maintain cumulative files; maintain confidentiality of sensitive and privileged information.
- Input and compile data for current and new students including student grades, credits, test scores, attendance and other student information and grade changes into an assigned computer system; update student information in response to grade and schedule.
- Respond to written requests from appropriate agencies, including government agencies, and persons regarding student information and records; prepares routine correspondence, including Proof of Graduation letters to alumni, Graduation Verifications for prospective employers, and Expected to Graduate letters to military recruiters.
- Maintain automated student records; generate a variety of computerized lists and reports related to student information; submit information and data required for State reporting according to established procedures and timelines.
- Review cumulative record contents to ensure accuracy and completeness; ensure that the content complies with State regulations and District policies and guidelines; maintain student health files and Special Education paperwork.
- Process and post transcripts according to established procedures; contact other schools to request transcripts and student information; review established guidelines for evaluating incoming student transcripts and ensure conformance with District grading, curriculum and course credit systems.
- Respond to inquiries from students, parents, staff, schools, alumni and various outside agencies concerning student information; provide official or unofficial transcripts and information related to student grades, credits, graduation status and related data; prepare transcripts for mailing as assigned.
- Communicate with a variety of individuals and agencies including other schools, Districts, colleges, employers, students, staff and parents in order to exchange information, coordinate activities and resolve issues or concerns; provide information on transcripts and a variety of enrollment and graduation issues.
- Receive telephone calls, greet visitors and provide information and assistance to students, parents, staff and the public regarding student grades, enrollment and related policies and procedures.

- Distribute, collect and process scanned grade forms, report cards and variety of specialized forms and applications; review for completeness and accuracy; duplicate materials as necessary.
- Participate in a variety of assigned activities such as withdrawing exiting students and enrolling new students; assist with report card preparation and maintenance as assigned.
- Provide training and work direction to assigned personnel as directed; provide assistance to staff concerning manual and automated record-keeping and departmental policies and procedures; ensure compliance with established guidelines and regulations.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Maintain inventory levels of office supplies.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office procedures, methods, strategies, and techniques pertaining to a secondary school student record management system.
- Legal provisions, policies, regulations, and guidelines governing the student record management process.
- Correct English usage, spelling, grammar, punctuation, and mathematical concepts.
- Standard office machines and equipment, including computers and related software applications; automated record management, storage, and retrieval systems.

ABILITY TO:

- Perform responsible and technical clerical work with accuracy.
- Be detail-oriented, thorough, and organized.
- Work independently and with minimal supervision in a multi-task environment of frequent interruptions and changes in task priorities; maintain concentration and focus.
- Interpret and apply legal mandates, policies, regulations, and guidelines accurately.
- Perform simple mathematical calculations accurately.
- Organize, monitor, and lead clerical personnel effectively.
- Meet stringent deadlines; manage time efficiently.
- Communicate effectively, both orally and in writing.
- Operate a computer and use appropriate software applications effectively.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree

EXPERIENCE:

Two years of experience performing varied general office or clerical functions, preferably involving an automated secondary student record management system. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Verification of a valid California Motor Vehicle Operation's license.
Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Coursework or training in student transcript analysis, data entry, keyboarding, automated record management, and general office practices is desirable; knowledge of A-G requirements and UC Pathways is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor school office environment; may involve going outdoors or offsite to access records in storage.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will sit most of the time, but will walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend or descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Exposure to dust or odors. Work at heights to access stored records.

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