



## BERKELEY UNIFIED SCHOOL DISTRICT Human Resources Department

## CLASSIFICATION AND POSITION DESCRIPTION

|   |                    |                      |  |
|---|--------------------|----------------------|--|
| TITLE:                                      | District Registrar | REPORTS TO:          | Assigned Supervisor  |
| DEPARTMENT/SCHOOL:                          | As Assigned        | CLASSIFICATION:      | Non-Administrative<br>Classified Technical                                     |
| FAIR LABOR STANDARDS<br>ACT CLASSIFICATION: | Non-Exempt         | WORK YEAR:<br>HOURS: | 12 months/Calendar 2000<br>7.5 hours per day or<br>duty days/hours as assigned |
| APPROVED:<br>Board<br>Commission            |                    | SALARY GRADE:        | Schedule: 56<br>Range: 52  |

### **BASIC FUNCTION:**

Under the direction of a site Administrator, prepare, maintain complete and accurate permanent student records for the comprehensive high school and provide assistance and guidance to the alternative high school programs; evaluate transcripts and record grades, test scores, credits, class ranking, personal data and school activities; prepare and transmit student records to colleges, universities and other school districts according to established guidelines. Plan, organize and coordinate a wide variety of administrative and other office functions related to administration of diverse programs at the high school; provide support to district personnel to ensure data accuracy. Provide ongoing communication regarding legal requirements for graduation, A-G requirements, con current enrollment and course accreditations. Liaison between international exchange programs and various programs at the high school level.

### **ESSENTIAL DUTIES:**

- Analyze data and prepare technical or statistical reports
- Assist in creating new course numbers and units
- Assist in preparing the Master Schedule
- Attend and participate in a variety of meetings as assigned
- Communicate with parents, students, teachers, counselors and administrators regarding grading policies, record-keeping requirements and scheduling
- Compile and prepare resource documents
- Compile data related to current and new students including grades, credits, test scores and other student information; contact other schools to request transcripts and student information; update student information in response to grade and schedule changes; calculate GPA's
- Compose and send correspondence, memoranda and requests for records
- Distribute, collect, and process grade forms, report cards and variety of specialized forms and applications; review for completeness and accuracy; duplicate materials as necessary
- Drop students withdrawing from school and notify other offices as appropriate.
- Frequently work independently to complete varied assignments
- Generate lists, reports and other materials related to student records and enrollment
- Input data regarding current and new students including grades, credits, test scores, grade level, hours and other student information into an assigned computer system; maintain automated student records; generate a variety of computerized lists and reports related to student information utilizing spreadsheets or appropriate databases
- Maintain automated student information systems containing a variety of data related to registration, enrollment, scheduling, attendance, grades and scholarships at a district high school; comprehensive, alternative or other
- Maintain records related to graduation requirements and assist counselors and other staff in evaluating transcripts and enrolling new students
- Monitor and assess student records to identify graduation deficiencies and eligibilities; evaluate transcripts received from other schools to determine allowable credits; communicate graduation deficiencies and eligibilities to appropriate administrators, parents and counselors
- Operate a variety of office equipment including a calculator, typewriter, copier, fax machine, laminator, computer and assigned software; order office supplies as needed according to established procedures
- Perform other activities in the office including enrolling and registering students, evaluating foreign and domestic transcripts for transfer students, collecting fees, overseeing the summer senior diplomas program and forwarding cumulative files to new schools as requested
- Perform technical or statistical studies of Site or District needs

- **Post information to cumulative records including grades, credits earned, test scores, class ranking, personal data and participation in school activities**
- Prepare and process and distribute a variety of forms, applications, packets, flyers, posters, reports and correspondence related to assigned activities; disseminate materials and information to students, staff, parents and the public
- **Prepare and transmit transcripts to colleges, universities and other school districts as requested**
- Prepare lists of graduates and submit for signatures and printing; assist with coordinating graduation activities and preparation of graduation programs
- **Prepare, maintain and update permanent scholastic records for high school students**
- Prepare, maintain, modify and evaluate manual and automated scholastic records; establish and maintain permanent cumulative student records and related filing systems; maintain confidentiality of sensitive and privileged information
- **Provide information and assistance regarding data concerning applications, scholarships and financial aid**
- 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
- **Register new students and evaluate foreign and domestic transcripts for transfer students**
- Respond to inquiries from students, parents, staff, schools, alumni and various outside agencies including law enforcement 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
- Review program and schedule changes and modify student records; distribute information concerning student schedule changes to faculty and other departments
- **Review student records to assure completeness, accuracy and compliance with established State and District regulations**
- Serve as a lead in the office as assigned; train and provide work direction and guidance to assigned personnel; provide assistance to staff concerning manual and automated record-keeping and departmental policies and procedures; assure compliance with established guidelines and regulations
- **Serve as a resource and/or "point person" for District personnel, students and families to understand and evaluate historical records, transcripts, document credit accrual, and evaluation of international course equivalents and transcripts**
- **Strip and store inactive records.**
- **Train and provide work direction to student aides**
- Perform related duties as assigned