



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

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| TITLE: | Registrar | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT/SCHOOL: | As Assigned | CLASSIFICATION: | Non-Administrative Classified Technical |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | Non-Exempt | WORK YEAR: HOURS: | 12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned |
| APPROVED: Board Commission | | SALARY GRADE: | Schedule: 56 Range: 48 |

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a wide variety of complex and difficult tasks pertaining to the maintenance of the District's current and former middle and high school student records and files; prepare, maintain, modify and evaluate manual and automated scholastic records; monitor and assess student records to identify graduation deficiencies and eligibilities; obtain and respond to requests for student records and information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a wide variety of complex and difficult tasks pertaining to the maintenance of the District's current and former middle and high school student records and files; 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
- 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
- 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
- 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
- Respond to inquiries from students, parents, staff, schools, District office, alumni and various outside agencies concerning student information; use discretion when sharing and/or providing cumulative student records, official and/or unofficial transcripts and information related to student grades, credits, graduation status and related data; prepare transcripts for mailing

- 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
- Prepare , process and distribute a variety of forms, applications, packets, flyers, reports and correspondence related to assigned activities; disseminate materials and information to students, staff, parents and the public
- Review program and schedule changes and modify student records; distribute information concerning student schedule changes to faculty and other departments
- 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
- Operate a variety of office equipment including a calculator, copier, fax machine, laminator, computer and assigned software; order office supplies as needed according to established procedures
- Distribute, collect, and process grade forms, report cards and variety of specialized forms and applications; review for completeness and accuracy; duplicate materials as necessary
- 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 Diploma Program and forwarding cumulative student records and files to new schools as requested
- Coordinate graduation activities including maintenance of graduation files, preparation of graduation list and graduation programs, and diploma and certificate mailings
- Prepare and provide information to parents, students and staff regarding Student Exchange Program
- Coordinate and troubleshoot data management with District Technology Department
- Maintain and update list of National Collegiate Athletic Association (NCAA) core courses for high school students
- Exercise independent judgement in resolving a variety of issues
- Provide assistance and guidance to high school staff, Independent Studies Program staff, and Berkeley Technology Academy staff related to grades and course status
- Attend and participate in a variety of meetings as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Transcript evaluation, maintenance and processing methods, procedures and guidelines

State and organizational requirements for graduation

Modern office practices, procedures and equipment

Applicable laws, codes, regulations, policies and procedures

Record-keeping, report preparation and filing techniques

Telephone techniques and etiquette

Oral and written communication skills
Principles of training and providing work direction
Correct English usage, grammar, spelling, punctuation and vocabulary
Interpersonal skills using tact, patience and courtesy
Operation of a computer and assigned software
Methods of collecting and organizing data and information
Data entry techniques
Basic math

ABILITY TO:

Prepare, maintain, modify and evaluate manual and automated scholastic records
Monitor and assess student records to identify graduation deficiencies and eligibilities
Obtain and respond to requests for student records and information
Interpret, apply and explain rules, regulations, policies and procedures
Determine appropriate action within clearly defined guidelines
Answer telephones and greet the public courteously
Type or input data at an acceptable rate of speed
Work independently with little direction
Plan and ,organize and prioritize work with strong time management skills
Meet schedules and time lines
Maintain confidentiality of sensitive and privileged information
Compile, assemble, verify and prepare data for records and reports
Complete work in a fast paced and demanding environment with constant interruptions and the flexibility to adapt to change
Operate a variety of office equipment including a computer and assigned software
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical or secretarial experience including some experience maintaining student records

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Hearing and speaking to exchange information in person or on the telephone
Sitting or standing for extended periods of time
Seeing to read a variety of materials
Bending at the waist or kneeling to file materials
Lifting, carrying, pushing or pulling objects up to typically weighing up to 25 pounds
Climbing a step ladder to reach and file materials;