

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: REGISTRAR

REPORTS TO: Assistant Superintendent, Student Programs & Services
SUPERVISES: No supervisory responsibilities.

DEFINITION:

Under general supervision, independently perform various technical and complex clerical duties related to the maintenance of student records according to established laws, rules and regulations for assigned SLOCOE student programs. Assist in the training of personnel regarding students records and graduation requirements. Explain laws, policies and procedures to students, staff and the public. Enter and maintain student information in the student information system. Prepare related reports.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Two years clerical experience involving frequent public contact and work with student records.
3. Ability to type 45 words per minute as evidenced by a typing certificate issued by an authorized agency within the last two years.
4. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
5. A valid California driver's license.

Desired:

1. Experience with at-risk and special education youth.

KNOWLEDGE AND ABILITY:

1. Knowledge of student information systems used for attendance accounting, enrollment and transcript preparation.
2. Knowledge of applicable sections of State Education Code and other applicable laws.
3. Knowledge of modern office practices, procedures and equipment.
4. Knowledge of general terminology, practices and procedures of Student Programs & Services.
5. Knowledge of record-keeping and filing techniques.
6. Knowledge of telephone techniques and etiquette.
7. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
8. Knowledge of operation of a computer and assigned software.
9. Ability to learn, interpret, apply and explain laws, codes, regulations, policies and procedures.
10. Ability to operate a variety of office equipment including a computer and assigned software.
11. Ability to perform mathematic calculations with speed and accuracy.
12. Ability to communicate effectively both verbally and in writing.
13. Ability to complete work with frequent interruptions.
14. Ability to maintain regular and reliable attendance.
15. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
16. Ability to establish and maintain positive and effective working relationships with diverse populations.
17. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
18. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
19. Ability to deal with problems or issues involving several concrete variables in standardized situations.

ESSENTIAL FUNCTIONS:

1. Perform a variety of registrar duties in support of Student Programs & Services. Resolve issues and concerns related to student enrollment, information and assigned activities. Serve as custodian of student

- records. Receive and fulfill subpoena requests for student information, and appear in juvenile court to verify authenticity of student information and records.
2. Compile information and prepare and maintain a variety of records, logs and reports related to SLOCOE transcripts, enrollment, students, staff, and assigned activities. Establish and maintain permanent student records and related filing systems. Process incoming student information and register new students. Request records, files and transcripts for new students from previous schools.
 3. Input and update data regarding current and new students and other information into an assigned computer system. Maintain automated student records and files. Generate computerized lists and reports. Ensure accuracy of input and output data.
 4. Perform a variety of clerical and administrative duties in support of student enrollment functions. Prepare and distribute materials for student enrollment packets. Coordinate and develop student enrollment calendars each school year. Coordinate and conduct weekly orientation meetings with new students and their parents. Answer questions regarding school procedures and protocols.
 5. Provide students, staff, schools, alumni and others with official or unofficial transcripts. Prepare transcripts for mailing. Provide attendance, student and enrollment information and records as requested. Duplicate and distribute work permits and a variety of other materials.
 6. Receive, greet and direct visitors including students, parents, staff and the public. Provide information and assistance related to Student Programs & Services programs, schedules, activities, student records, policies and procedures. Receive, screen and route telephone calls, take and relay messages. Exercise independent judgment in resolving a variety of issues, and refer difficult issues to the administrator.
 7. Compose a variety of routine correspondence from note, rough draft or verbal instructions including letters, forms and lists. Process various forms, applications, work permits, and other documents and materials.
 8. Receive, compile and input weekly attendance records for SLOCOE students and school sites.
 9. Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.
 10. Communicate with SLOCOE personnel, outside agencies and the public to exchange information and resolve issues or concerns.
 11. Receive, sort and distribute mail. Prepare and disseminate bulk mailings to school sites, parents and outside agencies.
 12. Ensure office area runs smoothly and handle administrative tasks such as scheduling and arranging van usage and repairs, arranging for office equipment repairs and ordering office supplies.
 13. Handle confidential information and materials with complete security.
 14. Perform related duties as assigned within the scope and skill level of the classification.

ENVIRONMENT:

1. School or office environment.
2. Constant interruptions.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a computer keyboard and office equipment.
2. Hearing and speaking to exchange information in person or on the telephone.
3. Sitting or standing for extended periods of time.
4. Seeing to read a variety of materials.
5. Physical agility to lift 15 pounds to shoulder height.
6. Lifting, carrying, pushing or pulling light objects.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Grade Allocation: 23
Adopted: 7/1/04
Revised: 3/24/2010; 1/28/2020, 4/28/2021