

**JOB DESCRIPTION**  
**San Leandro Unified School District**

**Registrar**

**Purpose Statement**

The job of Registrar is done for the purpose/s of registering of students at a school site or adult school and maintaining computerized student records and files; providing student information to authorized parties in compliance with established policies; and providing general clerical support, information and/or direction as assigned.

This job reports to Principal

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**Essential Functions**

- Compiles data from a wide variety of sources (e.g. student information, time sheets, evaluations, suspensions, expulsions, homework requests, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Establishes and maintains cooperative and effective working relationships with students, parents, administrative officials, and other agencies.
- Evaluates transcripts of incoming students for the purpose of transferring grades and semester credit hours into the student information system.
- Informs appropriate personnel of possible student course deficiencies for the purpose of assisting in addressing student course requirements.
- Maintains a variety of manual and electronic documents, files, and records (e.g. financial information, grades, transcripts, student information, test scores, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares standardized documents and reports (e.g. report cards, class schedules, form letters and memos, calendars, annual reports, surveys, periodic reports, etc.) for the purpose of communicating information to other parties and/or agencies.
- Processes a variety of documents and materials (e.g. transcripts, job verification, financial information, etc.) for the purpose of providing required information in response to requests from students, other districts, colleges/universities and/or employment agencies.
- Researches discrepancies in student records for the purpose of verifying graduation status and ensuring the accuracy of information.
- Responds to questions from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and/or students, etc.) for the purpose of providing information and/or direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Verifies student related data (e.g. grades, information, etc.) for the purpose of ensuring the accuracy of the student records.

**Other Functions**

- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software; master schedule building; and 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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; and business telephone etiquette.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze 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 data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; working with frequent interruptions; setting priorities; working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status

Board Approval Date

Salary Range

Non Exempt

November 10, 2015

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