

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Registrar

DEFINITION

Under general direction of an administrator, performs a variety of duties and responsibilities involved in enrolling and transferring students; creating and maintaining student records; providing student services and related duties.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Registration and Student Services

Assesses students' eligibility qualifications for Court and Community Schools, Regional Occupational Programs (ROP) and other county office programs; enrolls, transfers and withdraws students; requests and releases student records and receives referrals from a variety of agencies and school districts; notifies appropriate personnel of students' enrollment and any updated information; assists in the review and evaluation of transcripts to determine allowable credits; assists in determining student placement based on test scores, transcripts, referral and case history information; enters and maintains test scores, transcript and credit information in student files; confers with referring districts and communicates with staff concerning potential behavior issues and/or gang affiliations; prepares and distributes schedules and rosters for school and probation staff; communicates school expectations, rules and consequences of actions for inappropriate behavior to students and parents/guardians.

Recordkeeping

Enters and maintains student records, immunization and attendance information, and grade reports into online student information system (PowerSchool); reviews student records to ensure current information, accuracy and completeness with State regulations and county office policies and guidelines; assists in collecting and maintaining daily/weekly average attendance and prepares class lists; provides instructors, school districts and outside agencies with information regarding student enrollment; prepares a variety of records and reports regarding student enrollment; prepares records/paperwork for re-admission to former district;

Communications/Interpersonal Relations

Maintains a professional rapport and communicates effectively in writing and in person with students, parents, guardians, school staff, support staff, school, district, and agency personnel; demonstrates sensitivity to needs of students, staff, and parents/guardians; maintains confidentiality of information regarding students; models appropriate behavior for students.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training and experience which demonstrates the ability to perform the duties and responsibilities as described; successful experience using databases to maintain detailed records; experience working in a school office setting and with at-risk/high-risk students highly desirable.

Knowledge of:

Standard clerical procedures; English grammar, punctuation, and spelling; standard software applications including database management; basic research techniques; customer service skills and proper telephone etiquette.

Skill and Ability to:

Communicate effectively both in oral and written form; establish and maintain effective working relationships with students, parents/guardians, staff and outside agencies; follow instructions with a minimum of direction; work independently and make decisions within the framework of established guidelines; respond quickly in emergency

situations; work with students, parents/guardians, staff and outside agencies; understand and maintain confidentiality of student and program information; perform general clerical duties including recordkeeping and filing; maintain detailed and accurate records; proofread material and make necessary corrections; accept, understand, and relate to students who have behavioral, learning or physical disabilities; operate standard office equipment; maintain a detailed student database system and retrieve records to prepare reports; learn new software applications; read, interpret, and apply rules, laws, and procedures that relate to student enrollment.

Revisions approved by the Personnel Commission 7/8/08

Revisions approved by the Personnel Commission 5/11/04

Amended 3/1/99

Approved by the Personnel Commission 4/15/98