

Sacramento County Office of Education Job Description

Classification Title: Registrar

DEFINITION

Under general direction, performs a variety of duties and responsibilities involved in enrolling and transferring community school students; creating and maintaining student records; providing student services and performing other related duties as required.

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

Completes intake process with families and students at various school sites; assesses students' eligibility qualifications for SCOE community schools and/or student programs; enrolls, transfers, and withdraws students; requests and releases student records; receives and reviews referrals from a variety of agencies and school districts; notifies appropriate personnel of student enrollments and updates 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 student conduct, affiliation, and potential behavior issues; communicates school expectations, rules, and consequences for inappropriate behavior to students and parents/guardians; provides information on student programs and resources.

Recordkeeping

Enters and maintains student records, immunization, attendance, demographic information, and grade reports into online student information system (PowerSchool); reviews student records to ensure information is current, accurate, and complete within bounds of state regulations and county office policies and guidelines; assists in collecting and maintaining daily/weekly average attendance data; provides educators, school districts, and outside agencies with student enrollment information; 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, parents, and guardians; maintains confidentiality of student information; assists with student events as needed; 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 students who are at-risk and face challenges to their academic and social success is highly desirable.

Knowledge of

General activities and functions of community schools programs; high school graduation requirements;

utilization of student information systems; database structure and database verification methods; standard filing and clerical procedures; English grammar, punctuation, and spelling; current versions of standard software applications including database management and standard videoconferencing platforms; basic research techniques; customer service skills and proper telephone etiquette.

Skill and Ability to

Communicate effectively both in oral and written form with students and adults from various cultural and socioeconomic backgrounds; 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; demonstrate sensitivity toward students with exceptional needs; operate standard office equipment; maintain a detailed student database system and retrieve records: prepare reports and other written communications; learn new software applications; read, interpret, and apply rules, laws, and procedures that relate to student enrollment.

Other Characteristics:

Possession of a valid California driver license, and willingness to travel locally using own transportation to conduct work assignments.

Revisions approved by the Personnel Commission 1/11/22
Revisions approved by the Personnel Commission 1/9/18
Revisions approved by the Personnel Commission 10/14/14
Revisions approved by the Personnel Commission 1/10/12
Revisions approved by the Personnel Commission 7/8/08
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