



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

June 1992

REGISTRAR

DEFINITION

Under general direction, to maintain the official permanent school records of students in a high school; to evaluate and record semester hour credits and subject grades of incoming students; to perform specialized clerical work of above average difficulty; to provide a variety of technical information and assistance; and to do related work as required.

EXAMPLES OF DUTIES

Establishes, evaluates and maintains permanent record cards of all students in school; provides liaison coordination with data processing, counselors, parents, students and teachers regarding records and data on new students such as grade changes, grade point average changes and credit corrections; records subject grades, citizenship grades, test data, amount of credits earned, school activities and offices held, graduation dates and class rankings; evaluates high school and grade school transcripts of students entering from schools outside the District, converting grade and hour credits to corresponding units used in this school district when necessary; informs teachers of grades received by student in former schools; assigns proper class standing to student after evaluation; evaluates and certifies graduating students' eligibility for high school diploma; sends out transcripts of students transferring to other schools, colleges and universities; makes tallies of student class subject requests for following semester; maintains rosters and files; composes and conducts correspondence with other schools, military personnel and students regarding graduation requirements, attendance, etc., and performs miscellaneous clerical duties in connection with report cards, office record cards and the ordering of diplomas; prepares and submits reports; supervises student aides as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Admissions, records and registration policies and procedures;
- Office methods and equipment, including filing systems, reception and telephone techniques, letter and report writing;
- English usage, vocabulary, spelling and grammar;
- Organization and operation of unified school districts;
- Fundamentals of data processing;
- Attendance accounting;
- Interpretation and evaluation of student records.

Ability to:

Interpret and apply rules, regulations and policies involving admissions, registrations and individual student permanent records;
Analyze situations accurately and adopt an effective course of action;
Organize work and insure the efficient operation of the office;
Assemble data and prepare a variety of required reports;
understand school district functions and maintain cooperative relationships with interrelated offices;
Establish and maintain cooperative relationships with those contacted in the course of work;
Interpret Board approved courses of study;
Read and write at the level required for successful job performance;
Operate a computer keyboard;
Operate a variety of office machines including typewriters and calculators and type at a rate of 45 words per minute;
When identified as a requirement for a position, typing skills may be required at a higher level.

Training and Experience:

Any combination of training or experience that could likely provide the required knowledges and abilities are qualifying.

A typical way to obtain these knowledges and abilities would be:

Three years of increasingly responsible clerical and technical experience, preferably including at least one year of experience in the records office of a secondary school.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 146
- 11.5 months