

**FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Registrar Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G26/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist the Registrar in the preparation and maintenance of accurate permanent records and cumulative folders; enroll, transfer and drop students in a reasonable, timely manner according to established procedures.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Prepare and maintain accurate student academic records such as credits and units to support students to stay in school and on target to graduate; register new students utilizing established guidelines and procedures. *E*

Prepare and maintain accurate permanent student records and cumulative folders; maintain accurate record of test scores, academic grades, records for active and inactive students and related student information; receive and compose correspondence related to student records. *E*

Receive and answer inquiries regarding student enrollment and academic records to provide reasonable, timely delivery of high quality services; communicate with a diverse range of students, families, faculty, administrators and authorities regarding permanent student records to assist students to achieve their personal best. *E*

Process student transfers, enrollment, cumulative folders and student records for compliance with District policies; forward cumulative records to other schools in a reasonable, timely manner, as appropriate, to support student achievement. *E*

Perform a variety of related clerical duties including maintaining files, typing memorandums, reports and other materials for the Registrar. *E*

Withdraw students in a reasonable, timely manner utilizing established procedures and complete required forms to provide students access to high quality options and various activities. *E*

Verify accuracy and completeness of student grades and update student permanent records in a reasonable, timely manner, as needed. *E*

Maintain adequate supply of registration materials to meet the needs of students, staff and sites; submit requests of office supplies and other materials in a reasonable, timely manner as needed and according to established guidelines and procedures. *E*

Operate a variety of office equipment including but not limited to copier, typewriter, fax machine, computer and assigned software. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two (2) years of clerical work involving student records, including computer work.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District registration policies, procedures and technology.
Methods, techniques and terminologies involved in the maintenance of permanent student records.
Current applicable sections of State Education Code and other applicable laws pertaining to current position.
Accurate record-keeping techniques.
Operation of a computer terminal.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Report writing methods and techniques.
Current office practices, procedures and equipment.

ABILITY TO:

Prepare and maintain accurate student academic records.
Prepare and maintain accurate permanent records and cumulative folders.
Communicate, comprehend and follow both oral and written directions effectively.
Perform timely and accurate accounting clerical work involving independent judgment and requiring speed and accuracy.
Interpret, apply and explain rules, regulations, policies and procedures.
Type and enter data accurately.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Operate a variety of office equipment.
Meet schedules and time lines.
Work effectively with constant interruptions.
Operate a computer terminal to enter data, maintain records and generate reports.
Learn new or updated computer systems/programs to apply to current work.
Communicate using patience and courtesy in manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, procedures, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

School office environment; constant interruptions; extensive public contact; contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer and other related office equipment; seeing to read a variety of records and forms; hearing and speaking to exchange information; sitting or standing for extended periods of time; kneeling, crouching and bending at the waist to retrieve and store files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions