

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Registrar	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	High School	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-35/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, maintain complete and accurate student academic school records for a diverse range of students in an assigned school; ensure accurate grade histories; enroll, transfer and drop students in a reasonable, timely manner according to established procedures to meet the needs of the students, families and sites.

**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.)**

Maintain confidential student files and records related to grades and test results. *E*

Process and transmit requests for transcripts in a reasonable, timely manner; evaluate transcripts to determine academic credit eligibility for graduation; certify transcripts; interpret transcripts utilizing State laws and District regulations. *E*

Enroll new students and assign to proper grade level, counselor and homeroom to allow students opportunities to achieve their personal best; submit proper forms and information to appropriate office. *E*

Withdraw students according to established procedures; complete in a timely manner the required forms and submit to the office and new school as requested to meet the needs of the students, families and sites. *E*

Verify student grades, average grade points, students' eligibility to graduate and participate in extra-curricular activities; update student permanent records as needed. *E*

Accurately prepare the senior graduation list with class rank and averages; complete graduate transcripts in a timely manner. *E*

Operate a computer to maintain accurate student information including student demographic information. *E*

Complete, update and transmit a variety of records, cards and reports related to assigned activities. *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: Associate of Arts Degree and three years of responsible technical experience including two years experience working with student records.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

District curriculum and grade history requirements for graduation.  
Accurate record-keeping methods and practices.  
Current State and District regulations related to dropping, enrolling and transferring students.  
Current applicable sections of State Education Code and other applicable laws.  
Operation of a computer and data entry techniques.  
Modern office practices, procedures and equipment including filing, statistical record-keeping and typing.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Reading and writing communication skills.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Establish and maintain accurate official permanent records of students.  
Perform complex clerical tasks involving independent judgment and requiring accuracy.  
Communicate, comprehend and follow both oral and written directions effectively.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Post, check and maintain file and statistical records accurately.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Add, subtract, multiply and divide quickly and accurately.  
Operate office equipment.  
Type at an acceptable rate of speed.  
Work independently and confidentially with many interruptions.  
Meet schedules and time lines.  
Learn new or updated computer systems and programs to apply to current work.  
Communicate using patience and courtesy in a 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, policies, objectives and goals.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment; constant interruptions; contact with dissatisfied individuals; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, seeing to read transcripts and related student information; hearing and speaking to exchange information; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally; kneeling, crouching or bending at the waist to retrieve or store records; sitting for extended periods of time.

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*