

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE: REGISTRAR**

**SALARY: RANGE 29 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform specialized and responsible clerical and technical tasks related to the registration of students, maintenance of student files and records, maintenance of an automated student information system and other school site activities; perform a wide variety of secretarial duties to relieve office personnel of administrative detail; greet and assist students, staff and visitors; assist counselors with monitoring student grades, attendance, behavior and promotion requirements.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Serve as a technical resource to students, parents, staff, administrators and personnel regarding registrar functions and related requirements; respond to inquiries, complaints, problems and requests; schedule appointments; research answers to provide accurate information to individuals as required.

Perform a wide variety of secretarial duties to relieve office personnel of administrative detail; greet and assist students, staff and visitors; assist counselors with monitoring student grades, attendance, behavior and promotion requirements.

Receive telephone calls, greet visitors and provide information and assistance to assist students, parents, staff and administrators with inquiries, appointments, problems, requirements, requests, student grades, enrollment and related policies and procedures.

Analyze, review and evaluate student transcripts in collaboration with the school counselor as needed; transcribe transcript data and input into an assigned database.

Process student enrollment; assist parents and students to facilitate enrollment processes; collect and process related documents.

Maintain and update student cumulative records; process and update transcripts; forward records for dropped students; provide records to government agencies as requested and in accordance with applicable laws, codes, rules and regulations; research cumulative record data to ensure accuracy of State-mandated reporting.

Prepare and submit transcripts for college, scholarship, insurance and social services; verify dates of attendance and graduation for outside agencies.

Train and provide work direction to assigned staff and student workers as required; supervision of students in the office for testing or similar purposes as needed.

Prepare a variety of letters, forms, applications, packets, memoranda, reports and correspondence related to school activities, senior graduation status, student demographics and related information;

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disseminate materials and information to students, staff, parents and the public; develop queries and reports; collect and organize data for administrators as assigned.

Participate in a variety of assigned activities such as withdrawing exiting students, enrolling new students, assisting with testing activities and supporting the development of the master schedule; process new student files and archive graduate files.

Order and process diplomas and related graduation materials as required; prepare lists of graduates and submit for printing; assist with coordinating graduation activities and preparation of graduation programs.

**OTHER DUTIES:**

Perform related duties as assigned.

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

- ▶ Transcript evaluation, maintenance and processing methods, procedures and guidelines.
- ▶ State and organizational requirements for graduation.
- ▶ Applicable laws, codes, regulations, policies and procedures.
- ▶ Principles of training and providing work direction.
- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.

**ABILITY TO:**

- ▶ Prepare, maintain, modify and evaluate manual and automated scholastic records.
- ▶ Monitor and assess student records to identify graduation deficiencies and eligibilities.
- ▶ Obtain and respond to requests for student records and information.
- ▶ Interpret, apply and explain rules, regulations, policies and procedures.
- ▶ Determine appropriate action within clearly defined guidelines.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.

- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.
- ▶ Work effectively with limited supervision.
- ▶ Maintain confidentiality of sensitive and privileged information.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience.

**OTHER REQUIREMENTS:**

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

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

- ▶ Office environment.
- ▶ Constant interruptions.

**PHYSICAL DEMANDS:**

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.

***Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.***

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer:  
Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.***