

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

REGISTRAR

DEFINITION:

Under the direction of the Principal, 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare, maintain, modify and evaluate manual and automated scholastic records; establish and maintain permanent student records and related filing systems; maintain confidentiality of sensitive and privileged information.
- Input data regarding current and new students including grades, credits, test scores, attendance and other student information into an assigned computer system; maintain automated student records; generate a variety of computerized lists and reports related to student information.
- Monitor and assess student records to identify graduation deficiencies and eligibilities; evaluate transcripts received from other schools to determine allowable credits; communicate graduation deficiencies and eligibilities to appropriate administrators, parents and counselors.
- Compile data related to current and new students including grades, credits, test scores and other student information; contact other schools to request transcripts and student information; update student information in response to grade and schedule changes; calculate GPA's.
- Respond to inquiries from students, parents, staff, schools, alumni and various outside agencies concerning student information; provide official or unofficial transcripts and information related to student grades, credits, graduation status and related data; prepare transcripts for mailing.
- Prepare a variety of letters, forms, applications, packets, memoranda, reports and correspondence related to school activities, senior graduation status, student demographics and related information; disseminate materials and information to students, staff, parents and the public.
- Review program and schedule changes and modify student records; distribute information concerning student schedule changes to faculty and other departments.
- Receive telephone calls, greet visitors and provide information and assistance to students, parents, staff and the public regarding student grades, enrollment and related policies and procedures.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Distribute, collect and process scanned grade forms, report cards and variety of specialized forms and applications; review for completeness and accuracy; duplicate materials.
- Participate in a variety of assigned activities, such as withdrawing exiting students, enrolling new students, assisting with testing activities and assisting in the development of the master schedule.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two (2) years of clerical or secretarial experience including one year of experience maintaining student records.

Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Transcript evaluation, maintenance and processing methods, procedures and guidelines.
- State and organizational requirements for graduation.

- Modern office practices, procedures, and equipment.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping, report preparation and filing techniques.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Basic mathematical computations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.

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.
- Answer telephones and greet the public courteously.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain confidentiality of sensitive and privileged information.
- Compile, assemble, verify, and prepare data for records and reports.
- Complete work with many interruptions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Repetitive hand/body motions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

J