

Guidance Clerk - Registrar

Classification: Classified

Salary Range: 19

Work Year: 205 Days

FLSA Status: Non-exempt

Board Ratified:

OVERALL RESPONSIBILITY

Under the direction of the High School Principal, Assistant Principals and Dean of Students performs a variety of clerical and technical tasks related to the management and maintenance of student records using an automated student information system; as well as performing related duties required to assist in the Academic/Guidance Department.

SPECIFIC RESPONSIBILITIES:

Responsibility to:

- Performs clerical/technical duties for the Academic/Guidance Department
- Registers new and returning students. Checks out students leaving the district.
- Reviews incoming transcripts, converting grade and hour credits to corresponding units used in the District and consults as necessary with the guidance counselor. Posts those transcripts on the student information system.
- Maintains students' permanent records, transcript, testing and cumulative files.
- Processes, prints, and distributes progress/report cards. Collects and retains teachers' grade books and grade verifications as backup for all grading periods. Keeps required documentation on grade changes and posts changes.
- Calculates Honor Roll, Class Rank, Valedictorian, and Salutatorian.
- Maintains and reports on Statewide Student Identification program.
- Prepares Pre-Id files for State testing.
- Assists with graduation ceremonies
- Assists in the development of the master schedule. Enters students' prospective schedules.
- Tracks, reports and generates quarterly letters on IDA students.
- Submits GPS's and transcripts to colleges, Cal Grant, and the military.
- Responds to inquiries of staff, other educational institutions, the public, parent and students for the purpose of providing information related to student data and attendance.
- Acts as a receptionist when necessary, answers telephone, provides information, takes messages, greets parents and visitors, and schedules appointments.
- Fills in for other office employees when necessary.
- Assists in directing the work activities of student office helpers.
- Operates the necessary office related machines.
- Does related work as required.

QUALIFICATIONS

Minimum Requirements:

Knowledge of:

- State and District graduation requirements.
- Transcripts evaluation techniques.
- Accurate record-keeping methods and practices.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Excel, Word, Outlook, Power School

Ability to:

- Perform responsible and specialized clerical work utilizing independent judgment
- Compile and maintain accurate and complete records and reports
- Extract, organize and manipulate student data using spreadsheets

Education:

- High school diploma or equivalent.

Experience:

- One year experience in general clerical work or related training.

OTHER CHARACTERISTICS:

- Willingness to work overtime with additional pay
- Perform routine and repetitive work efficiently

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- **This type of work will involve walking, standing or sitting for extended periods.**
- **Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.**
- **Perceiving the nature of sound, near, far, and color vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.**
- **The employee must occasionally lift and/or move up to 25 pounds.**
- **Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.**

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works inside in an office. The noise level in the work environment is usually low to moderate.