

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

REGISTRAR

DEFINITION

Under general supervision, to perform difficult and highly specialized record keeping pertaining to maintenance of official high school student records; to evaluate transcripts of incoming students; to monitor student records identifying graduation deficiencies and eligibilities; to send official transcripts to other educational institutions; and to perform related work as required.

EXAMPLE OF DUTIES* - The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Register students and verify residency and guardianship. E
- Monitor and evaluate records for completion of graduation requirements; perform graduation check on records; alert administration to graduation deficiencies. E
- Communicate with staff, parents, and students regarding graduation deficiencies. E
- Post data to official student records and transcripts; affix labels.
- Maintain accurate student files; compute grade point average and class standing. E
- Receive and evaluate transcripts for new students; send transcripts for current and past students, and maintain records of transcripts sent. E
- Order, receive, and check diplomas for accuracy. E
- Complete necessary reports. E
- Maintain accurate enrollment records. E
- Withdraw students and forward records. E
- Enter test scores and other pertinent data to database. E
- Answer phone calls for the Registrar's office, and answer student and walk-in questions. E
- Perform related work as required. E

* **Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

QUALIFICATIONS

Knowledge of:	Ability to:
<ul style="list-style-type: none">• Standard office procedures and practices, including but not limited to filing systems, telephone technique, composition of business correspondence, and advanced record keeping practices• Correct English usage, grammar, spelling, and punctuation• Basic mathematics• Microcomputer operating methods and applicable standard software applications• Advances automated and manual record keeping machines	<ul style="list-style-type: none">• Operate a personal computer/computer terminal with efficiency and use keyboard at a corrected speed of 45 words per minute• Use standard office, spreadsheet and student database software proficiently• Communicate effectively, both orally and in writing, displaying tact, patience and judgment• Retain and recall information• Compile and maintain accurate records• Make arithmetic calculations with accuracy• Operate a 10 key calculator with accuracy• Learn and apply with consistency and good judgment state and district requirements for graduation, district policies and procedures related to registration and permanent student records, applicable sections of State Education Code, and other applicable laws• Perform complex and detailed record keeping with speed and accuracy• Plan, organize, and complete work independently and within established deadlines• Maintain confidentiality of student records• Work with a high level of interruptions• Establish and maintain an effective working relationship with those contacted in the course of work

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is responsible, automated record keeping and report preparation experience which requires the use of judgment in the application of a variety of standards and regulations with a high level of independence of action and public contact; or two years at or equivalent to the level of Office Specialist in Manhattan Beach Unified School District from which the incumbent has acquired the knowledge and abilities listed above.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which can be corrected)</p> <p>Read small print</p> <p>View a computer screen for prolonged periods</p>	<p>To perform tasks such as to:</p> <p>Complete mandated reports</p> <p>Enter data</p>
<p>Hearing: (which can be corrected)</p> <p>Understand speech over a telephone</p>	<p>To perform tasks such as to:</p> <p>Answer phones and answer questions</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood over a telephone</p>	<p>To perform tasks such as to:</p> <p>Answer phones and answer questions</p> <p>Communicate with students and staff</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward, use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p> <p>Twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Perform data entry and maintain records</p> <p>Maintain files</p> <p>Perform data entry</p> <p>Maintain files</p>
<p>Lower Body Mobility:</p> <p>Walk on even surfaces</p> <p>Bend at waist</p> <p>Stand for short periods of 30 minutes</p> <p>Sit for short periods of 30 minutes</p>	<p>To perform tasks such as to:</p> <p>Perform all duties</p> <p>Maintain files</p> <p>Register students</p> <p>Perform data entry</p>

<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 20 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Maintain files</p>
<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Answer phones and register students</p> <p>Register students and maintain files</p> <p>Communicate effectively with staff</p> <p>Perform all duties</p>
<p>Mental Requirements:</p> <p>Read and write at a moderate level essential for successful job performance</p> <p>Understand, interpret and apply moderately complex information</p> <p>Math skills at basic level</p> <p>Comparing</p> <p>Copying</p> <p>Compiling</p> <p>Judgment</p> <p>Learn quickly and follow written/verbal procedures and standards</p> <p>Place information in order of importance</p> <p>Listen</p> <p>Write/compose at a basic level</p>	<p>To perform tasks such as to:</p> <p>Complete mandated forms</p> <p>Maintain files and retrieve data</p> <p>Monitor graduation standards</p> <p>Verify residency and check diplomas for accuracy</p> <p>Maintain files</p> <p>Monitor graduation standards</p> <p>Work with students</p> <p>Complete mandated reports</p> <p>Monitor graduation standards and order diplomas</p> <p>Register students and understand non-native English speakers</p> <p>Perform data entry and complete mandated forms</p>

Other Conditions of Continued Employment:

- Speak English at a conversational level
- Demonstrate fluency and literacy in English
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Adopted by Personnel Commission: Unknown date

Adopted by Board: Unknown date

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