

JOB DESCRIPTION
Nebo School District

Registrar

Purpose Statement

The job of Registrar is done for the purpose/s of registering of students and maintaining computerized student records and files; providing student information to authorized parties in compliance with established policies; and general clerical support, information and/or direction as may be assigned.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Principal Secondary

Essential Functions

- Attends in-service training's, staff meetings, workshops, etc. as requested for the purpose of conveying and/or gathering information required to perform job functions.
- Informs Administrators and/or Counselors of possible student course deficiencies or unusual placements for the purpose of ensuring student success and course requirements in accordance with District policy.
- Interprets transcripts of incoming students for the purpose of transferring grades and semester credit hours into the district student information system.
- Maintains a variety of files, documents and student records utilizing the computerized student records system (e.g. grades, transcripts, schedules, student information, etc.) for the purpose of documenting and/or providing reliable information relative to student records.
- Performs enrollment activities (e.g. enrolling, withdrawing, data entry on the student information system (SIS), reviewing established guidelines / conformance with district grading / curricula and course credit, etc.) for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Prepares written materials (e.g. certificates, programs, bulletins, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes requests from students, other districts, colleges/universities and/or employment agencies (e.g. transcripts; job verification; outside credits - UBSC, MATC, etc.) for the purpose of providing required information.
- Responds to inquiries from a variety of parties (e.g. staff, other educational institutions, the public, parents, students, etc.) for the purpose of providing information and/or direction.
- Serves as resource to employees and/or organizations for the purpose of interpreting and conveying appropriate procedures required for district operations.
- Verifies student information (e.g. grades, student information, etc.) for the purpose of ensuring the accuracy of the information.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Supervises student assistants for the purpose of maintaining an efficient and orderly office environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; and business telephone etiquette.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; and working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 15% walking, and 5% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Pre-employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt