

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005

Salary Schedule: 34; Row: 21

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **REGISTRAR**

JOB PURPOSE STATEMENT: To perform a variety of complex and difficult duties pertaining to the establishment, maintenance and monitoring of the permanent school records of students.

JOB FUNCTIONS:

- Prepares, maintains, monitors, and secures the permanent school records of students
- Reviews, evaluates, and records student grades, course work, and credits earned for graduation and notifies counselors regarding deficiencies
- Confers with counselors, teachers, administrators, parents, and student regarding graduation requirements
- Requests, interprets, and responds to inquiries regarding student records from other schools
- Checks and coordinates information to complete reports, summaries, and statistical reports
- Assists in researching and providing assistance to students in the preparation of forms for outside agencies
- Coordinates and reviews work of other personnel assigned to assist in updating and maintenance of records
- Knows legal provisions, policies, regulations, and guidelines governing the student record management process
- Communicates effectively with students, staff and the public
- Operates standard office equipment including use of computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs basic arithmetic calculations

JOB TITLE: REGISTRAR

Page 2

JOB FUNCTIONS – continued

- Demonstrates organizational skills
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma
- Education supplemented by business or college training in office operation desirable

Experience:

- One year of responsible office experience

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)

JOB TITLE: **REGISTRAR**

Page 3

Licenses, Certifications, Bonding, and/or Testing – continued

- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.