



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

Adult Education Registrar I - Bilingual

JOB SUMMARY

This position works under the supervision of the school site principal or designee, in a setting where a registrar is expected to perform a wide variety of complex and difficult duties pertaining to the establishment, maintenance and monitoring of the permanent school records of Adult School students; reviews, evaluates and records student grades, course work and credits earned for graduation; confers with counselors, teachers, administrators, outside agencies and students regarding graduation requirements; serves as the primary data accountability expert for California Adult Education Program (CAEP) and Workforce Innovation and Opportunity Act (WIOA) funding; and coordinates and reviews work of the personnel assigned to assist in updating and maintenance of records; the position will be located at Hemet Adult School.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Prepare, maintain and monitor the permanent school records of adult school students (past, present and future);
2. Prepare permanent records for incoming students; request records from out-of district schools and record grades on permanent records; interpret international, domestic and out-of district school transcripts;
3. Review incoming transcripts for grade and course deficiencies; review incoming records to assure that course work completed meets State; notify counselors regarding deficiencies;
4. Manage a complex student data base system (ASAP); prepare quarterly data reports for state, grant, and federal reporting using TopsPro Enterprise; ensure all data accountability measures are in accordance with California Adult Education Program and Workforce Innovation and Opportunity Act requirements;
5. Record student outcomes and services using TopsPro Enterprise;
6. Prepare Employment & Earnings Survey quarterly and follow up with students who have exited the school;
7. Proctor CASAS etest assessments and HiSET exams, when needed;
8. Create and manage courses in ASAP;
9. Assist in researching and aiding students in the preparation of forms for various agencies;
10. Respond to inquiries regarding student grades from other schools, agencies, employers, and authorities; provide information contained in permanent student records as appropriate;
11. Review student records with counselors to assure student compliance with graduation requirements; compile accurate graduation lists; order diplomas; update student information with appropriate graduation completion information;
12. Weekly- research, correct and maintain enrollment counts for school and district; monthly – verify attendance report at the end of each attendance month; research discrepancies and correct;
13. Prepare transcripts as requested by other schools; forward academic health and other records as appropriate;
14. Update course articulations records;
15. Use variety of computer applications to generate extract and export lists and reports as requested;
16. Update student records regarding credits and courses needed to graduate; discuss credits and grades with counselors, students and parents; communicate with teachers regarding grade changes, omissions and incompletes;
17. Assist administrators and teachers with Master Schedule;
18. Perform a variety of clerical functions including typing, filing, documenting and record keeping;
19. Operate a variety of office equipment;

20. Support parents, students, and staff in understanding key informational documents;
21. Communicate with office personnel, counselors, counseling support staff and teachers regarding forms procedures, grade reporting and control of records;
22. Coordinates and reviews work of other personnel to assist in grade reporting and maintenance of records;
23. Perform other related duties as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Legal provisions, policies, regulations and state guidelines as it relates to confidentiality and management of student records and reports;
2. State regulations regarding competency tests, health records and confidentiality;
3. Stay current with state requirements regarding graduation and student records;
4. State requirements for graduation;
5. Familiarity with data processing procedures;
6. Modern office practices, procedures and equipment;
7. Record keeping techniques;
8. Computer/technology use for data management;
9. Oral and written communications skills;
10. Applicable sections of State Education Code and other applicable laws;
11. Basic mathematic principles;
12. Interpersonal skills using tact, patience and courtesy;
13. Telephone techniques and etiquette;
14. Correct English usage, grammar, spelling, punctuation and vocabulary;
15. Policies, rules, organization and functions of the unit to which assigned.

Ability to:

1. Perform complex and detailed clerical work with speed and accuracy;
2. Compile and maintain accurate complex records and reports;
3. Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations;
4. Write routine reports and correspondence;
5. Complete work with many interruptions;
6. Type or keyboard at a net corrected speed of 45 words per minute;
7. Operate a computer, to enter, update revise and process information; run database programs;
8. Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
9. Understand and carry out oral and written directions;
10. Establish and maintain effective working relationships with those contacted in the course of work;
11. Demonstrate good judgment and good problem-solving skills;
12. Orient/ train/supervise others;
13. Work autonomously;
14. Organize tasks, set priorities and meet deadlines;
15. Perform simple & complex tasks;
16. Manage multiple tasks;
17. Learn and utilize new and current technologies;
18. Respond appropriately to direction & changes in the work setting;
19. Access and use District-adopted web-based systems.

EDUCATION / EXPERIENCE

Education: Equivalent to graduation from high school supplemented by business courses and possession of the knowledge and abilities listed above.

Experience: Three (3) years of increasingly responsible clerical and secretarial work including the maintenance of a variety of records and files OR one (1) year of experience at or equivalent to the level of Clerk III in the Hemet Unified School District.

SPECIAL REQUIREMENTS

Position requires individuals who can read, write and speak Spanish.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use vision, hearing and speaking.

Working Conditions: Indoor office space and school grounds. Exposure to front office traffic noise, seasonal temperatures, varying from climate controlled office space to mild/moderate to extreme cold and heat, dust and wind, use of office equipment and supplies.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 31
12 Month Work Year

August 2023