



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

**REGISTRAR I**

**JOB SUMMARY**

Positions in this class work under the supervision of a 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 high school students; reviews, evaluates and records student grades, course work and credits earned for graduation; confers with counselors, teachers, administrators, outside agencies parents/guardians and students regarding graduation requirements; coordinates and reviews work of the personnel assigned to assist in updating and maintenance of records; with only general supervision.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Prepare, maintain and monitor the permanent school records of high school students (past, present and future);
- 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;
- Review incoming transcripts for grade and course deficiencies; review incoming records to assure that course work completed meets State, CTE. and A-G requirements for graduation; notify counselors regarding deficiencies;
- Assist in researching and providing assistance to students in the preparation of forms for various agencies;
- Respond to inquiries regarding student grades from other schools, agencies, employers, parents and authorities; provide information contained in permanent student records as appropriate;
- Review student records with counselors to assure student compliance with graduation requirements; process the awarding state and local distinctions (i.e. State Seals, Golden Merit, etc.); compile accurate graduation lists; order diplomas; update student information with appropriate graduation completion information;
- Extract and report student GPA for appropriate entities (i.e. Student Aid Commission, Cal Grant GPA);
- 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; bi-annually - track college articulation agreements with the District;
- Utilize CalPADS to research discrepancies. check previous enrollments, 504 Plans, IEPs, SSTs, courses, and locate student dropouts;
- Verify accuracy of CalPADS reports;
- Post all college entrance exam scores;
- Prepare transcripts as requested by other schools; forward academic health and other records as appropriate;
- Post credit recovery courses. out of district summer school course, and college courses, and ensure that repeated courses are accurate noted;
- Update course articulations records;
- Use variety of computer applications to generate extract and export lists and reports as requested;
- 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;
- End of year state reporting tags (dual enrollment and concurrent enrollment tags, course articulations Catema, ELD course overrides for Newcomers, credit reciprocity adjustments for dual enrollment D & F marks, Foster Youth credit reciprocity);
- Assist administrators and teachers with Master Schedule;
- Perform a variety of clerical functions including typing, filing, documenting and record keeping;
- Operate a variety of office equipment;
- Support parents, students, and staff in understanding key informational documents
- Communicate with office personnel, counselors, counseling support staff and teachers regarding forms procedures, grade reporting and control of records;
- Coordinates and reviews work of other personnel to assist in grade reporting and maintenance of records,
- Perform other related duties as may be required.

# **REGISTAR I**

(Continued)

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

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

#### **Ability to:**

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

### **SPECIAL REQUIREMENTS**

Some positions in this class may require individuals who can read, write and speak a secondary language.

### **EDUCATION AND 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 Secretary II in the Hemet Unified School District.

## **REGISTAR I**

(Continued)

### **REQUIRED LICENSES AND/OR CERTIFICATES**

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

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:** School office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSO) 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. HUSO 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  
12 Month Work Year Range 30

June 2022