

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: REGISTRAR

BASIC FUNCTION:

Under the direction of a Manager, Educational Services, perform a variety of activities involved in compiling, preparing and maintaining student attendance, registration and enrollment records and reports; utilize an assigned computer system to input, scan and update attendance information; register student and process enrollment information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of activities involved in compiling, preparing and maintaining student attendance, registration and enrollment records and reports; establish and update student records with data and information related to fees, grades, credits, hours and attendance

Input, scan, update and retrieve a variety of attendance, registration, enrollment and other data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports; assure accuracy of input and output data.

Register new students; request, receive and review records and transcripts for new students from previous schools; process certificates and registration forms and documents; evaluate transcripts to determine allowable credits; verify courses, enrollment, grades and credits as needed; calculate fees.

Compile, process and account for student attendance data; monitor and maintain student attendance rosters; develop and maintain class lists and rosters as required; provide accurate reporting for daily attendance activities and update attendance data for required ADA reporting.

Distribute, collect and process a variety of attendance and other forms required for accurate record-keeping; process student grades and credits; review forms for accuracy and completeness; make corrections as needed.

Prepare and maintain a variety of records and reports related to students, Average Daily Attendance, fees, forms, classes, rosters, grades, credits, status and assigned activities; establish and maintain filing systems.

Serve as an informational resource to students, staff, parents and outside agencies concerning student attendance, registration and enrollment; respond to inquiries and provide information concerning related records, documents, programs, courses, grades, standards, practices, policies and procedures.

Communicate with students, staff, schools and various outside agencies to exchange information and resolve issues or concerns; compose and distribute a variety of correspondence as needed.

January 18, 2006

San Mateo County Office of Education

Operate a variety of office equipment including a copier, fax machine, scanner, computer and assigned software.

Prepare and organize orientation materials as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student attendance policies, procedures, terminology and attendance accounting methods.

Transcript evaluation and student enrollment procedures and requirements.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Data control procedures and data entry operations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Basic mathematics.

ABILITY TO:

Perform a variety of activities involved in compiling, preparing and maintaining student attendance, registration and enrollment records and reports.

Utilize an assigned computer system to input, scan and update attendance information.

Distribute, collect, verify, process and file a variety of attendance, registration and enrollment forms and documents required for accurate record-keeping.

Establish and maintain manual and automated records and files.

Compile and verify data and prepare reports.

Register students and perform a variety of duties in support of student enrollment functions.

Type or input data at an acceptable rate of speed.

Establish and maintain effective working relationships with others.

Operate a variety of office equipment including a computer and assigned software.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

January 18, 2006

San Mateo County Office of Education

Any combination equivalent to: graduation from high school and two years clerical or secretarial experience including work with student records.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.