

**CHICO UNIFIED SCHOOL DISTRICT  
REGISTRAR**

**DEFINITION**

Under direction, to provide complex administrative assistance to site administration involved in all aspects of registering, scheduling and programming students and in interpreting, evaluating and maintaining grades and credits on transcripts; and to perform a variety of related clerical duties as assigned.

**SUPERVISION EXERCISED** - Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Perform a variety of clerical duties involved in registering and programming new students, including assisting counselors, parents and students in developing class schedules.
- Organize and implement the various phases of programming, including preparing the timeline, master schedule and programming materials through to completing the scheduling process after the grading period starts and changes are finalized.
- Develop creative and workable solutions to problems with the computer system meeting the needs of the school, including in the areas of scheduling design and conflicts, room assignments, student schedules, grades, transcripts, reports, inter and intra district forms and other areas as necessary.
- Set up the Master Schedule (Course Catalog) in the District computer system by assigning course numbers and sections, teachers, room numbers and number of seats available, periods, term and days taught for each section offered; enroll students after grading period starts; evaluate all data pertaining to programming.
- Coordinate with District psychologists, special education/special program teachers, ESL teachers and county personnel in the areas of enrolling and scheduling special education and special program students; create and maintain separate master schedules for special education and special program students.
- Prepare master schedules by alphabetical order, department and room assignment for distribution to staff, administration, District Office, students and the community.
- Make changes resulting from program errors, recommended student program changes and balance classes after the grading period starts.
- Prepare registration materials, curricular catalogs and program planning sheets; make student information materials available.
- Interpret and evaluate transcripts of new and returning students; enter grades and credits from previous schools into the computer to establish a current transcript; maintain grades, credits and transcripts for all enrolled students; may request new student cumulative folders and transcripts from previous schools.
- Research data, compile information and perform computations for federal, state and District reports.
- Perform a variety of clerical duties, including collecting, checking and distributing report cards and transcripts, I-20 and Form 10 and 11 requests, language assessment (ESL), ethnicity reports, disadvantaged information, Chapter 1, GATE, Migrant Ed and other information.

- Maintain accurate lists of course offerings meeting college entrance requirements.
- Provide secretarial and clerical assistance to other staff as necessary.
- Order supplies and materials as needed.
- Design, prepare and revise a variety of documents, reports, handbooks, catalogs, forms, letters and other materials.
- Serve as a resource for school site and District administrators, teachers and other school personnel, parents, students and the community on various school and computer issues.
- May provide direction to office practice students and/or other clerical personnel.
- Operate modern office equipment, including various computer systems, typewriters, word processors, copiers, calculators, printing equipment, FAX and other office equipment.
- Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- Basic principles and operational characteristics of computer systems;
- Modern office practices, methods and computer equipment;
- Principles and procedures of record keeping and reporting;
- Principles and practices used in dealing with the public;
- Principles of data collection and report preparation;
- Basic principles of business mathematics;
- English usage, spelling, vocabulary, grammar and punctuation.

#### **Skill to:**

- Operate modern office equipment, including computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

#### **Ability to:**

- Learn principles and practices of programming, scheduling classes and registering students;
- Learn principles and practices of course, grade and credit evaluation in relation to requirements;
- Learn the District policies, procedures and requirements related to the registrar function;
- Perform responsible and difficult administrative and clerical work involving the use of independent judgment and personal initiative;
- Understand the organization and operation of the school and computer system as necessary to assume assigned responsibilities;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Evaluate courses, grades and credits in relation to the District graduation requirements and college entrance requirements;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Collect, compile and analyze information and data;
- Meet and deal tactfully and effectively with the public;
- Respond to requests and inquiries from the general public;

- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs;
- Work independently in the absence of supervision;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

### **EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

#### **Experience:**

- Three (3) years of increasingly responsible clerical experience.

#### **Education:**

- Equivalent to the completion of the twelfth grade.

### **SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

### **PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

- Please refer to the [Job Analysis](#).