

Job Title: Registrar
Department: Adult Education Program
Reports To: Director of SW Adult High School
FLSA Status: Non Exempt
Salary Schedule: SC lane 08



SUMMARY

Performs registrar duties in the Adult Education program by performing the duties listed below. Work schedule may be days and evenings.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Maintains and schedules program calendar of events.

Designs and organizes student record filing systems; acts as custodian of records.

Provides for student services such as, but not limited to, student registration, parking permits, transcripts, graduation activities.

Collects and maintains student attendance records and reports, confers with teachers and administrator about attendance and credit issues.

Understands and computes transcripts, class credits, and standardized test scores according to district, state, and federal policies and regulations.

Compiles and files student grade reports, and other school records.

Assists students with class registration and information requests (grades, transcripts, diplomas, etc.) Manages student registration and admission processes including receiving, coding and data entry of applications, transcripts, and high school and GED information.

Assist students with post-secondary enrollment requirements. Processes correspondence with students and other agencies pertaining to all aspects of the program.

Acts as contact person for all operations and concerns dealing with student academic records. Responds to requests from outside agencies in accordance with FERPA, including enrollment verification, legal requests, military requests and others as approved by the program coordinator.

Utilizes knowledge of state and federal regulations in preparing reports and maintaining records. Maintains records and reports program statistical information in accordance with applicable state and federal laws.

Serves as program administrator of state database, collects and enters current student data, corresponds with state webmaster, trains staff on database requirements.

Assists teachers and program coordinator in testing and assessment processes. Maintains and updates student testing information, materials, and scores.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Proficient in all aspects of computer technology, including, but not limited to, spreadsheets, databases, and word processing.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent; or one to two years related experience and/or training; or equivalent combination of education and experience.

Experience with student information systems and financial tracking systems preferred.

Experience and knowledge of college enrollment procedures and processes, including applications, financial aid, and student support services, is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to receive security clearance and training for Utah Prisons and Institutions.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to use hands, to finger, handle of feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually quiet.

Prepared By: Adult Education Coordinator II		Date: 02/26/2005
Approved By: Executive Director, Human Resources		Date: 06/03/2005
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Adult Education Coordinator II
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<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, HR
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Director of SW Adult High School

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	