
Position:	Registration Specialist	FLSA:	Non-exempt
Department/Site:	High School Sites	Salary Grade:	13
Reports to/Evaluated by:	Site Administrator	Salary Schedule:	Non-Operations

SUMMARY

Under direct supervision performs a variety of complex clerical and statistical record keeping duties related to the enrollment, graduation or withdrawal of high school or special program students according to established policies and procedures. Evaluates, processes, maintains and records semester hour credits and subject grades. Maintains and stores all academic records.

DISTINGUISHING CAREER FEATURES

The Registration Specialist is part of the third skill level in a Student Activities Specialist career path which is designed as a “generalist” career path for those providing clerical, secretarial, and administrative support in a school setting. Advancement is possible in attendance, registration, grades, transcripts, graduation, or athletics at a high school. These positions require additional experience and specialized knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares and maintains students’ permanent record cards. Prepares and maintains students’ permanent record cards. Enters information according to established procedures. Receives new data and/or revisions, enters data, routes updated information to appropriate staff or departments. Generates periodic reports.
- Requests transcript of grades from other schools for new students transferring into school. Verifies and responds to inquiries from other schools, employers or authorized agencies regarding student grades, attendance and other information contained in student files. Responds to requests for student records from colleges and other institutions. Evaluates transcripts received from other schools. Converts grade and hour credits to corresponding units used within the District as necessary. Encodes for district data base.
- May coordinate and participate in registration and record keeping activities such as Adult School for G.E.D., Special Education for health-related referrals and for scheduling, administering, and scoring tests and providing results. Assists parents with the completion of registration materials. Provides brief orientation to new parents and students
- Assigns and reclassifies students according to established procedures. Notifies students and parents of assignments, schedules and related information.
- Prepares a variety of eligibility lists of students from grades listed in student permanent record files. Maintains student records on proficiency tests. Issues applications. Records names of students who attain passing scores.
- Compiles accurate graduation lists. Maintains transcripts, correspondence and student permanent record files. Orders diplomas.

- May verify enrollment and attendance records for Social Security, Social Services, Department of Education, auto and medical insurance companies.
- Assists teachers in the transfer or change of student grades. Assists with attendance records as assigned.
- Reviews senior students' records with counselors to assure students' compliance with graduation requirements.
- Performs other duties as required to accomplish the objectives of the position. May also perform routine backup in reception, attendance, and other clerical activities.
- Trains and provides work direction to student assistants as assigned.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Knowledge of District calendars, matriculation and registration policies, procedures steps, and processes. Requires a working knowledge of applicable Education codes. Requires in-depth knowledge of the student registration process, origination and compilation of cumulative student records, and the course/activity schedules of the school. Requires well-developed writing skills to prepare professional correspondence and reports.

Abilities: Ability to maintain a complex set of records and reports consistent with defined requirements. Requires skill at organizing and developing controls for the security of large volumes of alpha and numeric student data. Requires well-developed human relations skills to convey school performance, programs, policies, and procedures to new students and parents. Must maintain confidentiality of student records and information. Must be able to perform all of the clerical and record keeping duties of the position including operation of computer software programs.

Physical Abilities: Requires sufficient arm, hand, finger dexterity to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

Working Conditions: Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Education and Experience: High School Diploma, or G.E.D. Certificate; supplemented by three (3) years of general clerical experience requiring frequent public contact with at least one year working directly with registration. Any equivalent combination of education, training and experience.

Credential Requirements Valid Driver's License.