

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DISTRICT REGISTRAR

REPORTS TO: Assigned District Administrator

JOB GOAL: To coordinate and process incoming and outgoing student registrations, transfers and other student data requests, and maintain accurate and complete student records.

QUALIFICATIONS

Knowledge of:

1. California and District Student Information System (SIS) requirements.
2. Organization and operation of the District SIS.
3. Transcript evaluation
4. District curricular and programmatic offerings
5. Data collection, analytical methods and procedures.
6. Computer literacy and proficiency in word processing and data entry.
7. District graduation requirements and college entrance requirements.
8. Report writing and record-keeping techniques.
9. Effective communication techniques.
10. Correct English usage, spelling, grammar, punctuation and math.
11. District policies, rules and regulations as they apply to student records.
12. Numerical, alphabetical and subject matter filing systems.
13. Proper office methods, techniques and procedures including report writing and proper telephone techniques.
14. Safety rules and regulations for this position.

Ability to:

1. Review and respond to a variety of student data needs including enrollment and registration information, transfer processing, transcript information, as well as other student data requests.
2. Utilize scheduling and conferencing technologies to help coordinate enrollments, transfers, as well as other student data needs.
3. Establish and maintain efficient record keeping/filing systems and prepare reports.
4. Relate well to a variety of individuals including students, parents and staff.
5. Analyze situations, take appropriate action and carry out oral and written instructions in a variety of procedural matters without immediate supervision.
6. Communicate effectively and tactfully in a courteous manner in both oral and written form.
7. Establish and maintain supportive communications between the sites, departments and District.
8. Assist in the orientation and in-service training of site personnel pertaining to student data processing protocols and procedures, data remediation strategies and other student information issues and concerns.
9. Be a productive, cooperative and active team member.
10. Work successfully with diverse groups of people.
11. Work without immediate supervision, maintaining work schedules in performing tasks.
12. Present and maintain a pleasant appearance and demeanor.

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Ability to (continued)

13. Handle all matters in a tactful, courteous and confidential manner so as to maintain and/or establish good public relations.
14. Learn and follow District operations, procedures, policies and requirements.
15. Exercise independent judgment and problem-solving skills related to specific areas or responsibility.
16. Establish and maintain effective work relationships with those contacted in the performance of required duties.
17. Provide excellent "Customer Service" to staff and the community.

Training and Experience:

1. Education equivalent to the completion of the twelfth (12) grade.
2. Two (2) years of successful experience working with school-related student information systems, or any combination of training and experience that could likely provide the desired knowledge and abilities.
3. Good work history and attendance.
4. Bilingual preferred, at a minimum, the ability to understand and to make oneself understood to Spanish speaking individuals.

ESSENTIAL FUNCTIONS

1. Processes District enrollments by providing guidance and onboarding assistance through a variety of modalities, including both virtual and in-person conferences, for new enrollments; ensuring all enrollment documentation is acquired and entered into the student information system according to current District data protocols and procedures.
2. Follows established District protocols and calendar of critical timelines for reviewing student data, identifying potential data errors and remediating identified errors.
3. Coordinates, processes, and maintains transfer requests for the District; provides guidance and support for transfer requests by communicating with families and other organizations regarding the transfer process, status, and required documentation.
4. Processes and inputs a variety of student data and helps establish, coordinate, and train District employees on student data protocols for the District.
5. Participates in community outreach to inform and guide families regarding District programs and services.
6. Provides support and training for new and existing school site personnel regarding student data protocols and procedures; ensures that changes and updates to student data protocols and procedures are communicated out to staff in a timely manner.
7. Receives, reviews and verifies documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures.
8. Prepares letters, reports, memos and related documents.
9. Processes forms, applications, documents, records and/or other paperwork in support of the assigned office functions.
10. Maintains and updates a variety of records and files, including computer data files.
11. Follows District policies and procedures.
12. Participates in District in-service training as required.
13. Knows and understands the District Mission and Core Values.

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ESSENTIAL FUNCTIONS (continued)

14. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation. (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps and ladders.
7. Able to lift up to ten (10) pounds frequently and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.
11. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
12. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will give the evaluation.

Approved by: Board of Education

Date: January 20, 2022

Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.