

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: REGISTRAR (HIGH SCHOOL)
CALENDAR: [REGISTRAR \(HIGH SCHOOL\)](#)
SALARY: [GRADE 11](#)

Job Goal:

Maintain all student files and grade records in a timely, accurate manner and to evaluate and enter transcripts into a computerized system

Minimum Qualifications:

- High School diploma or equivalent
- Ability to use computer terminal and to maintain records in a confidential, secure manner
- Good computational skills
- Ability to work well with students, parents, staff and others
- Ability to type accurately at an acceptable rate of speed
- Knowledge of and adheres to all policies, regulations and rules

Core Job Functions:

- Sets up permanent record files for new and transfer students and verifies for completeness
- Maintains and services the active, inactive and withdrawal files for all students, including cumulative records, recording of grades, special tests, activities and other information as required
- Pulls and retrieves files as requested
- Sends out transcripts of students transferring to other schools or entering colleges and universities
- Computes grade point averages and class ranks of students
- Inputs and updates information into computer
- Maintains a variety of files and records
- Makes credit checks on every student and makes corrections where necessary
- Produces a variety of lists and reports for school use (class rank, graduation, diplomas, failure reports, proficiency scores, etc.)
- Assists in making and maintaining master schedule
- Performs related duties as requested
- Performs all duties in a safe and prudent manner as directed

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students

- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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.