

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: REGISTRAR (JUNIOR HIGH)
CALENDAR: [REGISTRAR \(JUNIOR HIGH\) FULLTIME](#)
[REGISTRAR \(JUNIOR HIGH\) PART TIME](#)
SALARY: [GRADE 9](#)

Job Goal Perform specialized clerical work in the coding and recording of attendance records, maintaining all student files, grade records and evaluating and entering transcripts into a computerized system

Minimum Qualifications:

- High School diploma or equivalent
- One or more years clerical experience in a school setting preferred
- 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
- Satisfactory criminal background check
- Manual dexterity to operate business related equipment
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Answer telephone and counter inquiries from students and parents, explaining school policies and procedures; issuing admit slips and passes
- Call parents to notify and verify student absences
- Handle registrations and withdrawals
- Request and mail out student records as required
- Set up and maintain student files and verifying for completeness
- Make credit checks on every student and making corrections where necessary
- Maintain and service the active, inactive and withdrawal files for all students, including computing grade point averages and class ranks of students
- Compile information and preparing District and State absence reports to meet established time lines
- Input and update information in computer
- As a school representative, authorized to sign student withdrawal forms
- Request homework assignments for absent students if needed
- Be flexible and perform other duties relating to general job function as assigned by supervisors
- Perform all duties in a safe and prudent manner as direct
- Accept responsibility for student well being and safety while they are in employee's care
- Operate and care for school districts' equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

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.