

**GRIZZLY CHALLENGE CHARTER SCHOOL
CLASSIFIED JOB DESCRIPTION**

CLASS TITLE: Registrar

BASIC FUNCTION:

Under the direction of Administration, perform record-keeping and administrative duties in support of Grizzly Challenge Charter School. Create and maintain accurate and updated student information in existing database systems. Collaborate with others to problem-solve any issues. Compile, prepare, modify and maintain scholastic records for Alternative Education students.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Perform registrar duties in support of Grizzly Challenge Charter School. Compile information and prepare and maintain a variety of records, logs and reports related to transcripts, enrollment, students, staff, and assigned activities. Establish and maintain permanent student records and related filing systems. Process incoming student information and register new students. Request records, files and transcripts for new students from previous schools.

Input and update data regarding current and new students and other information into existing database systems. Generate queries, lists and reports. Ensure accuracy of input and output data.

Resolve issues and concerns related to student enrollment, information and assigned activities. Serve as custodian of student records.

Receive, compile and input weekly attendance records utilizing strict deadlines and ensuring accuracy.

Perform clerical and administrative duties in support of student enrollment functions.

Prepare and distribute materials for student enrollment packets. Coordinate and develop student enrollment calendars each school year. Answer questions regarding school procedures and protocols.

Provide students, staff, schools, alumni and others with official or unofficial transcripts. Prepare transcripts for mailing. Provide attendance, student and enrollment information and records as requested. Duplicate and distribute work permits and other materials.

Receive, greet and direct visitors including students, parents, staff and the public. Provide information and assistance related to Alternative Education programs, schedules, activities, student records, policies and procedures. Receive, screen and route telephone calls, take and relay messages. Exercise independent judgment in resolving issues, and refer difficult issues to an administrator.

Compose routine correspondence from note, rough draft or verbal instructions including letters, forms and lists. Process forms, applications, work permits, and other documents and materials.

Operate office equipment including a copier, fax machine, typewriter, computer and assigned software.

Communicate with GCCS personnel, the National Guard, outside agencies, and the public to exchange information and resolve issues or concerns.

Receive, sort and distribute mail. Prepare and disseminate bulk mailings to parents and outside agencies.

Ensure office area runs smoothly and handle administrative tasks such as scheduling and arranging van usage and repairs, arranging for office equipment repairs and ordering office supplies.

Handle confidential information and materials with complete security. Collect monies and prepare deposits.

Perform related duties as assigned within the scope and skill level of the classification.

OTHER DUTIES:

Perform related duties as assigned within the scope and skillset of the classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

General terminology, practices and procedures of Public Schools.

Record-keeping and filing techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

ABILITY TO:

Learn, interpret, apply and explain laws, codes, regulations, policies and procedures.

Operate a variety of office equipment including a computer and assigned software.

Perform mathematical calculations with speed and accuracy.

Communicate effectively both verbally and in writing.

Complete work with frequent interruptions.

Maintain regular and reliable attendance.

Work independently, prioritize and manage multiple tasks and effectively apply time management skills.

Establish and maintain positive and effective working relationships with diverse populations.

Understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.

Exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.

Demonstrate interpersonal skills using tact, patience and courtesy.
Deal with problems or issues involving several concrete variables in standardized situations.
Maintain regular and reliable attendance.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma or equivalent.

Two years of clerical experience involving frequent public contact and work with student records.

Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

A valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

School or office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and office equipment.

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Physical agility to lift 15 pounds to shoulder height.

Lifting, carrying, pushing or pulling light objects.

HAZARDS:

Contact with dissatisfied or abusive individuals.