

**LIBERTY UNION HIGH SCHOOL DISTRICT**  
**REGISTRAR**

**DEFINITION**

Under supervision, is responsible for maintaining complete and accurate student academic school records in an assigned school; assures accurate grade histories; enrolls, transfers and drops students according to established procedures.

**EXAMPLES OF DUTIES**

Sets up and maintains permanent student records; issues registration information and forms to new students; enrolls new and returning students and obtains residency, immunization and other information, and assists in assigning proper grade level; schedules appointments with counselors; orders and sends student records; processes requests for education and attendance verifications from outside agencies; processes and transmits requests for transcripts; evaluates and records transcripts and verifies academic credit eligibility for graduation and other purposes; codes class schedule; enters requisite information into the data processing system; maintains cumulative files for all students, including referrals, progress reports, report cards, and correspondence; prepares required information for withdrawing students; establishes student course requests and codes future course schedules for data entry; answers a variety of inquiries about student status; assists inputting the master schedules into the data processing system; assists in setting up course directories and makes revisions as they occur; prepares and distributes grading documents; makes necessary grade changes; distributes computer center data; processes P.E. waivers, grade changes and WF's; coordinates student records with other schools/programs within the district; performs a variety of complex office assistance and record keeping duties.

**QUALIFICATIONS**

**Knowledge of:**

Purposes, methods, and procedures of maintaining permanent high school student records;  
Laws and regulations affecting the maintenance of permanent high school records;  
District curriculum and grade requirements for graduation;  
Current office practices, methods, procedures, and equipment/technology;  
Proper English usage, spelling, grammar, and punctuation;  
Basic mathematics.

**Ability to:**

Establish and maintain official student records;  
Interpret and apply laws, rules, and regulations affecting the maintenance of student records;  
Work with minimum supervision and use considerable independent judgement;  
Perform a variety of complex clerical tasks involving independent judgement and requiring accuracy;  
Compile information and prepare accurate records;  
Assist with inputting and modifying of the master schedule;  
Make arithmetical calculations quickly and accurately;  
Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise, tact and good judgement;  
Establish and maintain cooperative working relationships;  
Multi-task without loss of accuracy of attention to detail;  
Interpret data processing records and technical data that apply to student transcripts with a high degree of accuracy;  
Maintain confidentiality;  
Prioritize projects and deadlines.

**Experience:**

Three years of increasingly responsible experience in data inputting, report generation and office applications, preferably including experience in establishing and updating student records.

**Education:**

Equivalent to the completion of the twelfth grade with additional education preferred.