

## **Vail School District Job Description**

**Job Title:** Registrar  
**Department:** School  
**Reports To:** Site Administrator  
**FLSA Status:** Non-Exempt  
**Level:** 7  
**Adopted:** 2/3/04

### **SUMMARY**

Directs and coordinates registration activities by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Consults with administration to devise registration schedules and procedures.

Analyzes statistical data on registration for administrative use in formulating policies.

Exchanges student information with other schools.

Registers and withdraws students.

Enters and maintains student data into automated databases.

Generates report cards and progress reports outside of normal report card times.

Assists counselors verifying graduation requirements and credits earned.

Files and maintains all permanent student records, including transcripts.

Directs preparation of student transcripts and commencement list.

Directs preparation of statistical reports on educational activities for government and educational agencies and interprets registration policies to faculty and students.

Directs activities of workers engaged in transcribing and evaluating academic records of students applying for permission to enter college or university.

Directs compilation of information, such as class schedules and graduation requirements, for publication in school bulletins and catalogs.

Coordinates dissemination of information on courses offered and procedures students are required to follow in order to obtain grade transcripts.

Issues official transcripts.

Assists attendance clerk as necessary.

Assigns rooms for student activities.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE .**

High school diploma, three years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None

**PHYSICAL DEMANDS** 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.