

Registrar I

Position Details

Class Code: 0145

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 45 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, completes responsible registrar activities in middle schools and alternative secondary schools.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Implements Clark County School District Policies and Regulations and procedures regarding student records and student progress toward graduation.
2. Provides information to the public, teachers, and other employees regarding policies, regulations, school activities, and rules.
3. Plans, organizes, and implements the registration process with administration and sets priorities on work and works independently with minimal supervision.
4. Responsible for the enrollment and withdrawal of students.
5. Maintains accurate files and records related to registration and student records.
6. Responsible for accurate student enrollment accounting for apportionment funding.
7. Evaluates and transcribes out-of-district course history records to verify alignment of courses with District curriculum and posts to current student data reporting system.

8. Follows District Grade Reporting Calendar timeline to implement the registrar operational tasks, progress reporting process, grade reporting process, and transcript process.
 9. Maintains student data reporting system database to compile, retrieve, and generate accountability records and reports including, but not limited to, class schedules, cumulative records, transfers, registration, grading, course history, attendance, health records, student accounting data, dropout, promotion/retention, and academic probation.
 10. Certifies and issues official school transcripts, as requested.
 11. Determines work priorities and exercises judgment with respect to urgency, confidential status, and relative importance.
 12. Generates specialized reports using advanced queries.
 13. Promotes public relations and deals tactfully and diplomatically with people.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves responsibility for complex registrar activities, requiring initiative, research, and analysis of permanent academic history of students going through school, which may involve supervisory duties. Registrar I positions are assigned to middle schools.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of and ability to access, use, edit, and maintain records and technology-based (i.e., Human Capital Management (HCM) system) student data reporting systems.
2. Knowledge of word processing, database, spreadsheet, desktop publishing, and data communication software.
3. Ability to maintain confidentiality of data and knowledge of Family Educational Rights and Privacy Act (FERPA) requirements.
4. Ability to maintain confidentiality of information.
5. Ability to conduct audits to verify accuracy of enrollment.
6. Ability to review, evaluate, and interpret transcripts and related documents.
7. Ability to research, analyze, and perform mathematical computations.
8. Ability to compile, create/compose original reports, correspondence, and records.

9. Ability to interpret, explain, and apply written and oral instructions, policies, regulations, and procedures.
 10. Ability to use computers and software applications related to assigned tasks.
 11. Ability to develop, learn, and apply office procedures.
 12. Ability to plan and organize work and work independently with minimal supervision.
 13. Ability to meet predetermined deadlines and shift suddenly to new tasks as priorities change.
 14. Ability to do editorial checking for spelling, punctuation, and grammar.
 15. Ability to judge when to act independently and when to refer situations to supervisor.
 16. Ability to cooperate and deal tactfully and diplomatically with administration, staff, and public.
 17. Ability to recognize and report hazards and apply safe work methods.
 18. Ability to coordinate multiple projects and meet predetermined deadlines.
 19. Ability to work flexible hours or shifts.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. One (1) year of clerical experience involving public contact.
3. Experience maintaining records and technology-based (i.e., HCM system) demographic data (i.e., name, address, date of birth, etc.) reporting systems.
4. Experience with word processing, database, spreadsheet, desktop publishing, or data communication software.

Licenses and Certifications

None specified.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District schools.

Work Environment

Strength

Sedentary/Medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/19/22
- Created: 01/03/88