
**REDDING SCHOOL DISTRICT
JOB DESCRIPTION**

REGISTRAR

DEFINITION OF POSITION

Under the supervision of the principal of the school, acts as the school registrar, scheduling students and monitoring student attendance.

EXAMPLES OF DUTIES – Important duties may include, but are not limited to, the following:

1. Ability to operate data processing attendance and student scheduling systems, which involve data entry, editing, and retrieval;
2. Transcribe letters, memos, bulletins and other documents using a computer;
3. Assists in the preparation and maintenance of reports and records;
4. Registers new students and processes appropriate documents;
5. Assists school office manager in the school office dealing with parents, staff, students and others;
6. Creates and maintains school office bulletin boards and scheduling boards;
7. Operates various standard school office machines;
8. Performs other duties as assigned which are reasonably related to the above.

QUALIFICATIONS

1. Ability to follow written and oral instructions;
2. Ability to operate transcription and data processing equipment;
3. Have knowledge of standard office procedures;
4. Ability to type 45 net words per minute;
5. Ability to establish and maintain cooperative working relationships with staff, students, and the public.

EXPERIENCE

1. Two years of experience in an advanced clerical position, preferably requiring contact with young people and the public;
2. Experience in operation of data equipment and standard office machines.

EDUCATION

Graduation from high school, preferably including courses in typing, office methods and procedures and record keeping. Successful completion of a course in data processing equipment operation (if no experience).

REGISTRAR

Salary Range: H

REVISED: 08/17/2010

BOARD APPROVED: 08/17/2010