



JOB DESCRIPTION

JOB TITLE: Registrar II Early Childhood

Position Type: <b>Classified</b>	Department: <b>Early Childhood</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Early Childhood Manager</b>
Salary Range: <b>Range 24</b>	
Term of Employment: <b>12 months</b>	Date: <b>May 24, 2024</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

Manages school level student information system, including but not limited to enrollment, withdraws, student scheduling, special placement of students, demographic records required for SAIS and audit compliance, updating and accuracy of demographic information, records/files maintenance, open enrollment, report cards and grading process, master schedule implementation, annual student information system setup and placement of students. Follows safe school practices to ensure the safety of student right and records. Assists other office staff with visitors, student assistance, phones, etc.

*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.*

**ESSENTIAL FUNCTIONS:**

- Greets visitors and provide general assistance.
- Registers Early Childhood students into classes and manages student adds, drops and transfers.
- Maintains current knowledge of legal requirements for protecting student information.
- Manages the input, maintenance and reporting of student information required for SAIS.
- Manages students into classes and manages student adds, drops, and transfers.
- Receives and forwards all student record transmittals for accurate and complete student record files as directed.
- Maintains SAIS error reporting.
- Maintains accurate FTE of students.
- Maintains JTED tagging.

- Updates and maintains student transcripts.
- Maintains accurate and balanced class counts.
- Maintains the Early Childhood master class list each year and implements changes as required by staffing and/or student enrollment adjustments.
- Creates the master schedule in the student information system, includes scheduling all students.
- Annually sets up the student information system.
- Assists administration in determining the allocation of instructional minutes through the development of a daily schedule.
- Communicates with teachers regarding student enrollment.
- Communicates with parents, students and staff providing general information.
- Attends staff meetings as required.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group

situations.

- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Knowledge of Microsoft Office and internet-based applications.
- Knowledge of computer theory, job control language, data communications facilities and equipment.
- Knowledge of operating systems, skill in techniques and procedures of computer operation and data control in electronic data processing.
- Skill in oral presentations, training techniques, and interpersonal relations.

#### **CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

#### **EDUCATION AND/OR EXPERIENCE:**

- Must pass the registrar test with a 75% or better.
- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.
- Student record maintenance experience preferred.

#### **PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually loud.

#### **COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*