



ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND

CLASS SPECIFICATION

REGISTRAR

<u>JOB CODE:</u> G41004	<u>PAY GRADE:</u> 4	<u>FLSA STATUS:</u> NON-EXEMPT
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CLASS SUMMARY

Under the general direction of the Data Manager, performs specialized, detail-intensive student registration and records work for an assigned campus, program, or region. Maintains accurate and timely student data and documentation in the student information system and related state or agency systems, including enrollment, withdrawal, transfers, demographics, program placement, service and eligibility dates, funding or voucher information, attendance-related records, grades, and records requests, as assigned.

Reviews, reconciles, and corrects data to support state reporting, funding, audits, legal requirements, and school operations. May monitor assigned caseloads, rosters, and attendance-section enrollment for data accuracy and coordinate corrections with the responsible school or program. Schools and programs retain responsibility for creating and maintaining instructional course sections, master schedules, staff assignments, and individual student schedules. Registrars may complete limited enrollment of preschool students into a single attendance section when assigned. Communicates with families, staff, schools, and agencies to obtain required information and resolve discrepancies. Safeguards confidential student information and applies applicable laws, policies, procedures, and deadlines consistently. Specific assignments vary by campus, program, and region.

EDUCATION AND EXPERIENCE:

- High school diploma or GED.
- 2+ years of clerical, administrative support, customer service, or records management experience (or equivalent education). With at least 1 year of direct experience maintaining electronic databases or information systems, including reviewing records for accuracy and completeness.

Preferred qualifications

- Experience with student registration, enrollment, cumulative records, transcripts, caseload or roster review, or a student information system.
- Experience in a K-12, early childhood, public agency, or other regulated records environment.
- Experience using spreadsheets for data review or reconciliation and supporting state reporting, compliance, funding, or audit processes.

LICENSING/CERTIFICATION REQUIREMENTS:

- Must be able to pass FBI and State background check or valid IVP Fingerprint Clearance Card as position requires by policy or Statute
- Defensive Driver Training Program to be completed by all agency personnel that drive on State business.

KNOWLEDGE OF:

- Principles and practices of student registration, records management, document retention, and customer service.
- Data-entry, verification, reconciliation, quality-control, and audit-trail practices.
- Confidentiality and privacy requirements for student records, including FERPA and applicable State law.
- Database and information-system concepts; spreadsheets, email, and standard office software.
- Basic report preparation, business writing, and professional communication.
- Agency and program procedures and State reporting or funding requirements applicable to assigned work.

DEMONSTRATED SKILL/ABILITY TO:

- Interpret and apply detailed laws, policies, procedures, written instructions, and deadlines accurately and consistently.
- Enter and maintain a high volume of detailed information with sustained accuracy and independently review work for completeness.
- Compare source documents and data across systems; identify discrepancies; research, correct, and document results; and escalate issues when appropriate.
- Organize overlapping tasks, track pending items, work through frequent interruptions, and meet fixed deadlines with limited supervision.
- Learn and use student information systems, State web applications, databases, spreadsheets, email, scanning, and electronic document-management tools.
- Protect confidential information and exercise sound judgment when handling sensitive records.
- Communicate clearly, professionally, and courteously with families, staff, schools, and agencies; obtain required documentation and explain routine requirements.
- Prepare accurate reports and written communications, perform basic calculations, reconcile totals, and maintain complete electronic and paper files.
- Work independently and collaboratively, follow through on assignments, and adapt to changing requirements and priorities.

<u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities, the estimated percentages and frequency; specific to position assignments and will vary depending upon the needs of the department.	<u>PERCENT OF TIME</u>	<u>FREQUENCY</u> Daily/Monthly/ As Required
Process student enrollments, withdrawals, transfers, and placements; verify required documentation and maintain core demographic, contact, program, and enrollment data.	30	Daily
Monitor data-integrity and status reports; compare source documents and systems; investigate, correct, and document discrepancies to support reporting and audits.	20	Daily
Enter and maintain assigned program, service, eligibility, special education milestone, funding, and/or voucher data; submit and track records in state or agency systems as assigned.	15	As Required
Monitor assigned caseloads, rosters, and section-enrollment data for accuracy; document discrepancies and coordinate corrections with the school or program responsible for scheduling. When assigned, enroll preschool students into a single attendance section for attendance reporting. This review function does not include creating instructional course sections, master schedules, staff assignments, or individual student schedules.	5	As Required
Maintain cumulative and electronic student records and fulfill authorized records and transcript requests in accordance with privacy, release, and retention requirements.	10	Daily
Communicate with families, staff, schools, and agencies; obtain missing documentation and resolve routine registration, enrollment, and records questions.	5	Daily
Prepare and review reports, lists, logs, and written communications; track deadlines, pending actions, and completion status.	5	Daily
Support annual system setup, school-year rollover, grading/report-card processes, audits, and state reporting cycles, as assigned.	5	Daily
Performs other duties as assigned.	5	As Needed
Must Total 100%	100%	

ADA AND OTHER REQUIREMENTS:**Physical Activity –**

Lifting, fingering, grasping, talking, repetitive motion

Physical Requirements –

Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Visual Acuity –

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

Working Conditions –

None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Risk Level –

Low

SUPERINTENDENT:

I have reviewed the contents of the position description, and it accurately reflects the requirements of this position.

Annette Reichman

Annette Reichman

9-22-26

Print Name

Signature

Date

EMPLOYEE:

I have reviewed the contents of the position description, and it accurately reflects my job. My acknowledgement indicates that I agree to the duties and tasks as assigned.

Print Name

Signature

Date

SUPERVISOR:

I have reviewed the contents of this position description with the employee.

Print Name

Signature

Date

PROGRAM DIRECTOR/PRINCIPAL:

I have reviewed the contents of the position description, and it accurately describes this position.

Print Name

Signature

Date