



Position Description

Job Title:	School Registrar	Job Category:	Classified Employee
Department/Group:	Saddle Mountain Unified School District #90	Organizational Relationships:	Directly responsible to the Principal or designee
Level/Salary Range:	Level III	Blood Borne Pathogen Risk:	Not At Risk
Work Status:	Non-Exempt	Weight Lifting Requirements:	Up to 30 lb.
Work Days:	Per School Calendar (11 month)	Benefits:	Discretionary Leave Per Policy Insurance Benefits
Work Hours:	As assigned by Supervisor	Probationary Period:	90 working days – policy GDF
Fingerprints Check:	As required by ARS 15-512 and District Policies		
Drug Free Campus	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy GBED.		

Position Summary:

Under general supervision, perform varied and responsible work in the registration and transfer of students, and in the preparation of student records for all students and transcripts for high school students. Responsible for applying specialized procedures to maintain and operate registration processes exercising considerable judgment in the release of confidential information, retention of information in students' official records and researching and interpreting information to be entered in the database program for the district.

Position Qualifications and Education Requirements:

- High school diploma, required
- Associates Degree, preferred
- Two years, preferred experience working in a school system
- Working knowledge of basic computer skills, including database software
- Demonstrated skills, aptitude and competence for assigned responsibilities
- Effective oral and written communication skills

Job Description

Role and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Perform all registration and transfer of student records
- Maintain student records
- Verify enrollment registration requirements such as residency, immunizations, birth certificate, grade level, custody, previous school records, testing scores and any other pertinent information required
- Release authorized confidential information and retain information in the student official record
- Evaluate, investigate, and interpret, course information to be entered into students' records
- Enroll new students
- Withdraw students and forward records to other schools, as requested, in a timely manner
- Verify legal documentation when presented and flag student files accordingly
- Provide information to parents/guardians relating to academic programs in the school
- Prepare and send confidential records to central records storage each year including, but not limited to, student school records, graduate records, withdrawal records, health records and any other records as assigned
- Establish and maintain good rapport with students, employees, community members and vendors

- Respond to court ordered subpoenas for student records
- Verify graduation/promotion requirements for students to ensure they meet the requirements
- Maintain a high level of ethical behavior and confidentiality.
- Perform any other job-related duties as assigned

OTHER FUNCTIONS:

This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.

Physical Demands: The physical demands described here are representatives 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, employee is frequently required to walk, sit, talk and hear. The employee will stand and walk, bend, raise arms and lift up to 30 pounds. The employee will need to demonstrate movement patterns. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with students, the public and other staff members. Specific vision abilities required by the job include close vision.

Work Conditions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The information contained in this job description is for compliance with the American’s with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position, if applicable, and additional duties may be assigned.

The Saddle Mountain Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Saddle Mountain Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

Reviewed By:	Cabinet	Date:	October, 2023
Approved By:	Governing Board	Date:	
Last Updated By:		Date/Time:	