

**Humboldt County Office of Education
COURT/COMMUNITY REGISTRAR**



*Garry T. Eagles, Ph.D.
Superintendent*

JOB SUMMARY

Under general supervision of a community school principal, acts as custodian of and maintains comprehensive student files including permanent records, grades, behavior and attendance files, transcripts; facilitates entry/exit of students in the community school transition process; updates student database; performs student follow-up; notifies teachers of placement; substitutes as an aide in the classroom when staffing levels require; provides CAHSEE & STAR assistance to Program Secretary; and other work as required.

EXAMPLES OF DUTIES

Communicates with schools and agencies when students transfer in and out of the court/community school program; maintains and updates student permanent files; prepares and updates transcripts for distribution; assists with the placement of students in various programs; assists in the supervision/coordination of other community school classified instructional support staff; provides back up assistance to Program Secretary; attends intra- and inter-agency meetings including screening meetings; treats all matters with appropriate discretion and confidentiality; participates constructively in all staff meetings and school activities; may be called upon to assist in the classroom with students when staffing needs arise; assists principal with official communication about student-related matters; assists staff in general program planning of instructional activities; manages the student data management system and facilitates staff training; collects, manages and accurately reports P1, P2 and Annual ADA reports and facilitates daily and weekly attendance data reporting for all instructional programs; reports CSIS data to the State, and assigns Individual Student Identifiers (SSID) as needed.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school or comparable demonstration of basic competence and not less than two years of progressively responsible clerical and data management experience. Experience in an education setting is desired, but not required.

Knowledge of:

- School based data attendance programs;
- Receptionist and telephone etiquette techniques;
- Basic school accounting principles;
- School site operations;
- Proper preparation of correspondence;
- Basic writing, mathematical and reading skills competencies;
- Group process skills;
- Modern office terminology, procedures and equipment, including varied word and data processing software.

Ability to:

- Communicate effectively with school and agency personnel and with students;
- Maintain accurate and detailed records;
- Maintain emotional control under difficult situations;
- Apply knowledge and practices with judgment;
- Recognize hazards to safety;
- Adhere to laws, rules, practices and procedures related to the public schools;
- Perform routine and non-routine clerical work with a degree of independence;
- Follow oral and written directions;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work under varying degrees or stress;
- Read and comprehend fine print, such as cumulative records, grade reports, transcripts, spreadsheets, text, catalogs, etc.
- Communicate using a variety of media including phone, fax and computer.

Range 33

Personnel Commission Approved: 11/15/05

G:Job Desc/CCS Registrar 2005