Summary Information:		•			Salary Grade 30
Classification Title:	Registrar	Date I	Prepared:	04/2003	
FLSA Status:	Non-Exempt				

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures

Activit	ty Identification	
Activit	ty Name	
103	Registration	Coordinate and conduct student registration and pre registration. Process corresponding registration materials. Includes preparation for registration process.
111	Admissions	Enter new students into the appropriate admissions/enrollment records. Includes administering and interpreting policies regarding student admission, re admission, late registration, etc.
102	Transcript Evaluation	Evaluate transcripts of transfer students. Determine course work applicability and/or equivalency toward program completion. Make
103	Transcript Administration	Coordinate and/or manage the preparation, administration, and issuance of transcripts. This includes administering and interpreting policies regarding the preparation, transfer, and release of transcripts.
151	Class Assignment - General	Assist students with course selections, assignments, scheduling and placement.
716	Student Records	Compile, maintain and interpret records of individual students. Monitor access to and provide security for confidential records.
131	Attendance/Enrollment Accounting	Accumulate and maintain records of enrollment, family characteristics, home locations, and other census data.
714	Student Scheduling	Schedule students for special programs, screening, testing, etc.
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.
105	Grade Processing	Collect and process end-of-semester grades. Coordinate the update of transcripts.
140	Withdrawals, Reporting and Monitoring	Compile appropriate records on school withdrawals. Monitoring and maintaining records of school withdrawals.

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Activi	ty Name (Cont.)	
042	Document Processing	Complete and process applications or forms, excluding funded program items.
647	Data Processing Forms	Code registration, student change, teacher information, grade, attendance and other forms for data processing. This activity includes reviewing completed forms for accuracy and completeness.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
999	Assigned Duties	Perform other duties as assigned.
Gener	al Classification Specification	Factors:
Educa	Education/Experience: A.A. Degree with three years related experience; or High School diploma or equivalent with five years related experience	
Supervisory Responsibility: Yes		Yes
che wo		Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date:

07/01/2003

Skill Identification

Managarial/Suparvisory Skills	Important	Not Important
Managerial/Supervisory Skills	Important	Important
Developing Multi-year Strategic and/or Operational Plans		
Developing Annual Budgets		
Policy Development		
Controlling Expenses		
Coordinating Resources		
Decision making		
• Delegation		
Individual/group leadership		
• Interpersonal (working with groups)		
Knowledge of Business/organizational systems		
Negotiating and/or persuading others to take action		
Promoting safety		
• Supervising, coaching and developing employees		

Office Skills	Important	Not Important
Checking grammar/punctuation		
• Filing		
Perceiving detail in checking information/forms		
Reading comprehension (high school level)		
Operating word processing software		
• Operating a computer terminal for data entry		
Operating automated spreadsheet software		
• Scheduling appointments and/or travel		
Taking and distributing messages		
Taking dictation and meeting minutes		
• General mathematical - adding, subtracting, multiplying, etc.		

		Not
Professional and Technical Skills	Important	Important
Accounting/finance		
• Advanced math - algebra, statistics, geometry		
• Architecture		
• Bookkeeping		
Computer operations		
Computer programming		
Contract interpretation		
• Craft skills (electrical, etc.)		
Drawing-figures/drafting		
• Engineering		
Graphic arts		
• Landscaping		
Good Judgment		
Work standards		
• Integrity		

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Skill Identification (cont.)

Communication Skills	Important	Not Important
 Oral communicationexchanging or expressing ideas by means of the spoken word Presentationstransmitting information in a formal setting Foreign communicationusing a language other than English to communicate in writing or orally Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc. Editing written documents for content 		
 Reading comprehension - understanding technical or scientific blueprints and charts Public speaking 		

Physical Demands	Important	Not Important
• Balancing - maintaining body equilibrium to prevent falling when		
walking, standing, or crouching		
• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder		
• Climbing - ascending or descending ladders, stairs, scaffolding, ramps,		
poles, ropes, and the like, using the feet and legs and/or hands and arms		
Color - Match or discriminate colors		
• Fingering - picking, pinching, or other-wise working with the fingers		
primarily (rather than with the whole hand or arm as in handling)		
• Feeling - perceiving such attributes of objects and materials as size,		
shape, temperature, or texture, by means of receptors in the skin,		
particularly those of fingertips		
• Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)		
• Hearing - perceiving the nature of sounds by the ear or receiving detailed		
information through oral communication, or making fine distinctions in sound		
• Lifting - raising or lowering an object from one level to another (includes		
upward pulling)		
• Pulling - exerting force upon an object so that the object moves toward		
the force (includes jerking)		
• Pushing - exerting force upon an object so that the object moves from the		
force (including slapping, striking, kicking, and treadle actions)		
• Reaching - extending the hands and arms in any direction		
• Seeing - obtaining impressions through the eyes of shape, size, distance,		
motion, color, or other characteristics of objects or people		
• Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight		