

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED POSITION**

JCN: 313
RANGE: 132
NON-EXEMPT

BILINGUAL SCHOOL REGISTRAR

BASIC FUNCTION:

Under the direction of an assigned supervisor, prepare, update and maintain manual and automated scholastic transcripts, records and reports for district students; respond to inquiries from students, staff, parents and outside organizations and provide student information; evaluate transcripts of incoming and ongoing students and obtain required student information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Communicate with other departments, district personnel and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Compile and verify information and generate computerized records and reports related to student grades, attendance, enrollment and related information according to established procedures and timelines; process a variety of forms and applications; compile and duplicate related materials as needed.
- Evaluate transcripts of incoming and ongoing students and obtain required student information; assist with enrolling and withdrawing students; prepare new student files; contact other schools and outside organizations to request information, records and related documents; process outgoing student information and provide other schools with student records and information.
- Operate and maintain assigned computerized student information database; input and modify information related to student rankings, grades, GPA's, credits, test scores and other student information; add and drop students from schools and programs; compile, format and print various computer-generated lists related to student information.
- Order enrollment and office materials and supplies as required.
- Participate in a variety of assigned activities such as testing new students, assisting with special programs including lunch preparation and distribution, and other activities as needed; answer phones and greet visitors.
- Prepare a variety of labels, letters, forms, applications, packets, memoranda and correspondence related to school activities and student information; disseminate materials and information to students, staff, parents and the public.
- Prepare, update and maintain manual and automated scholastic records and reports for students at school sites and program locations; establish and maintain a variety of filing systems related to student enrollment, attendance, health, grades, awards, attendance, behavior and related information.
- Respond to inquiries from students, staff, parents and outside organizations and provide student information; provide students, staff, schools, alumni and others with official or unofficial transcripts as requested; review transcripts for grade and requirement deficiencies and communicate issues to appropriate personnel.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.

- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, translate and/or write in a designated second language
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic subjects taught in district schools including arithmetic, reading, writing, grammar and spelling.
- Modern office practices, procedures and equipment.
- Principles and practices of data processing.
- Record-keeping, report preparation and filing techniques.
- Transcript evaluation, maintenance and processing methods, procedures and guidelines.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Add, subtract, multiply and divide quickly and accurately.
- Assemble, organize and prepare data for records and reports.
- Learn and apply state and district requirements for graduation, policies and procedures related to registration and permanent student records, applicable sections of state Education Code and other applicable laws.
- Plan and organize work.
- Prepare, update and maintain manual and automated scholastic transcripts, records and reports for district students.
- Respond to inquiries from students, staff, parents and outside organizations and provide student information.
- Understand and follow oral and written instructions.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Read, speak, translate and/or write in a designated second language.

- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- Three years responsible clerical experience, including one year of maintaining records in an automated environment.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire may be required.
- Read, speak, translate and/or write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: January 22, 2019