Position Title:	Registrar	**Location:**	School Site
Reports To:	Principal	**Supervises:**	None
Classification:	Support	**Status:**	Full-time
FLSA Status:	Non-Exempt	**Benefit Eligible:**	Yes
Work Year:	12 months	**Salary:**	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent.

Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- Supervises the registration office work unit at the school; in charge of maintaining permanent record cards (transcripts) for all students. Assists the Administration and Guidance Department in the scheduling process and supervises other clerical staff who perform duties in the above areas.

Qualifications

- Skill in work management and work leadership
- Ability to work effectively without direct supervision.
- Ability to communicate effectively, orally and in writing.
- Demonstrated typing skills.
- Computer literacy
- Personal qualities associated with good human and interpersonal relations.

Responsibilities and Requirements

- General secretary duties; answers telephones; acts as receptionist; deals with students and the public as required.
- Responsible in the assistance of completing local, state, and federal reports as they pertain to the position.
- Posts pertinent information to the student's permanent record card as provided by counselors.
- Works with data processing to produce student GPA, class rankings, and honor rolls.
- Coordinates the collection of grade information from the teachers, the input of grade information into the computer, and the distribution of grade cards.
- Works in conjunction with Principal and guidance department in establishing registration procedures for new students.
- Ensures that the registration process and withdrawal process of students is accomplished as necessary.
- Schedules new students into specific classes based on the information provided by counselors.
- Issues all official transcripts.
- Works in conjunction with administration and guidance in establishing procedures for pre-registering all students.
- Inputs all pertinent information into data processing system to ensure necessary facts and figures for determining staff needs and building of the master schedule.
- Supervises the printing of student schedules, class rosters, progress reports, grade cards, address labels, transcript labels, transcript cards, and class rankings.
- Determines materials and supplies required to fill routine needs of the work unit by examination of need and availability of materials, comparison of alternatives and calculation of cost and supply priorities.
- Analyzes and evaluates work procedures, methods, and rules for the work unit.
- Confers with superior, presenting and resolving difficult problems and planning actions.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Perform other duties when assigned by the Building Principal

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.