

**Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020**

Position Available - Classified Vacancy Posting

Position: **Registrar (Comprehensive High School)**

Location: Gilroy High School

Hours: 8 hours per day

Work Year: 12 months

Supervisor: High School Principal and/or Designee

Monthly Salary Range: 23 (\$20.57 - \$26.18 per hour)

Note: New hires to Gilroy Unified School District, salary placement is limited to Step 4, \$23.75 per hour based on related experience. Health benefits available and information may be found on the Gilroy Unified School District web site under the Human Resources section.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
\$20.57	\$21.53	\$22.68	\$23.75	\$24.98	\$26.18

Employment Requirements (with offer of employment): Able to obtain a clear fingerprint clearance from the Department of Justice and FBI through a fingerprint process authorized by Gilroy Unified School District (*applicant would be responsible for the one-time fingerprint clearance fee*). Provide verification of clear TB skin test.

To Apply: Applicants must apply on Edjoin, resume and typing certificate verification of not less than 60 wpm. References must be provided. Incomplete applications or typing verification below 60 wpm will not be considered.

Deadline to Apply: Thursday, March 9, 2023 – 4:00 pm

Job Description – Registrar (Comprehensive High School)

Basic Functions: To assist the administration at the assigned high school site by performing a variety of complex and routine administrative support functions, to direct and coordinate the workflow and to serve as school registrar as assigned. Employees in this classification receive limited supervision from the administration within a broad framework of policies and procedures. Employees in this classification may direct and coordinate the work of others. This job class requires in-depth knowledge of school operations and administrative procedures as well as a high level of secretarial skills and functions in a highly independent manner.

Typical Duties:

- Supervises the registration of students
- Assists with the Master Schedule of classes
- Assists the administrator in the preparation of course description books
- Maintains students permanent records and transcripts, registers and schedules students for classes, records and reports grades, prepares related reports and requests records and transcripts from other schools as needed
- Collects necessary information and maintains a variety of logs and records related to school enrollment and attendance records and reports.
- Prepares admission slips for students returning to school after absence
- Prepares and submits notices to parents for students who are in danger of failing annual promotion and for students who are deficient in credit for graduation
- Supervises the preparation and transmittal of transcripts and other official documents relating to students
- Prepares the senior graduation list with class ranking and averages
- Responds to requests for information from colleges, prospective employers and similar agencies
- Prepares an annual report of transfer and withdrawals, indicating the reason for each students departure from the district's school system
- Supervises the grading system and the issuance of reports cards
- Prepares the school honor roll information
- Verifies and documents student eligibility for the various programs
- Compiles reports and other materials requiring the use of independent judgment and knowledge in assembling and categorizing data
- Assists administrators with computer simulations for scheduling
- Verifies withdrawal grades of new students and submits these to teachers
- Prepares the forms for issuance of progress reports and report cards. Verifies the accuracy of all information presented by authorized staff
- Performs other duties as assigned

Employment Standards:

- Knowledge of basic office functions and clerical operations performed at a large public high school
- Knowledge of proper office methods and practices, including filing systems
- Knowledge of correct English usage, spelling, grammar and punctuation
- Ability to understand and successfully apply a variety of complex directions to specific situation
- Ability to direct and coordinate the work of others
- Ability to train staff in a variety of technical and procedural matters
- Ability to operate computer programs related to student records and transcripts
- Ability to type accurately at 60 words per minute

Employment Standards:

- Ability to communicate effectively and tactfully in both oral and written forms
- Ability to establish and maintain a variety of record keeping, reference and data collections systems
- Ability to analyze situation and take appropriate action in a variety of procedural matters without immediate supervision
- Ability to prioritize and coordinate work flow and timelines for self and others
- Ability to operate a variety of office equipment such as calculator, copy machine, computer terminal , prints with speed and accuracy
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

STATEMENT OF NON-DISCRIMINATION: The District does not discriminate against any persons on the basis of gender race, color, religion, national origin, ethnic group, actual or perceived sexual orientation, marital or parental status, physical or mental disability.