

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: REGISTRAR

BASIC FUNCTION:

Under the direction of the After School Programs Supervisor and Early Childhood Development Center Site Supervisor, perform a variety of duties in support of Districtwide After School Programs, Early Childhood Programs, and Enrichment operations.

REPRESENTATIVE DUTIES:

- Perform a variety of office functions and activities in support of program office operations; schedule appointments, filing, record keeping and make referrals as appropriate.
- Answer phones and greet visitors; take and relay messages; open, sort and route mail and other communications; provide program-related information to students, parents, staff and the public; explain and enforce District and school policies and procedures; maintain confidentiality of materials and information.
- Oversee, coordinate and perform student registration process activities; assist parents with proper completion of forms.
- Review contact records including changes to accounts such as emergency contacts, medical/allergy alerts, and authorized pick-up information; monitor account information to ensure accuracy and completeness.
- Assist in the organization, management and evaluation of independent contractors and instructors for the enrichment program. Maintain records of compliance for independent contractors hired to provide services.
- Assist with operation and maintenance of office machines including photo copiers, facsimile, computers, laminators, die cut machines and classroom audio-visual equipment.
- Operate a computer with superior knowledge of specific Microsoft Office software programs such as Excel, Word and Outlook; operate a telephone, photo copier, and calculator and other office equipment as assigned.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Data processing techniques and practices
- Operation of a computer and assigned software
- Modern office practices, procedures and equipment
- Knowledge of cloud-based software

- Record-keeping techniques
- Strong command of technology skills, including web-based programs, cloud services, and software, and ability to quickly learn and apply technology to be efficient and productive in assigned responsibilities
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Perform a variety of clerical duties in support of school operations
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with students, parents, staff, administrators, and members of the public
- Learn, interpret and explain rules, regulations, policies and procedures
- Maintain well-organized records and prepare reports
- Complete assigned tasks with frequent interruptions
- Establish and maintain cooperative and effective working relationships with other
- Meet schedules and deadlines
- Prioritize tasks and effectively schedule work
- Operate a computer and a variety of office machines and equipment
- Work independently with little direction
- Compose correspondence independently

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years of increasingly responsible clerical and secretarial experience. A Bachelor’s degree in a related field is preferred.

WORKING CONDITIONS

ENVIRONMENT:

- Dexterity of hand and fingers to operate a computer keyboard
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials
- Sitting for extended periods of time
- Lifting and transporting boxes not to exceed twenty-five pounds

HAZARDS:

- Exposure to communicable diseases.

TERMS OF EMPLOYMENT:

Twelve month work year; Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 26.