



Registrar
Job Description

Reports To:	Senior Communications Coordinator & Compliance Coordinator
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Range:	Classified Salary Schedule
Work Schedule:	12 Months
Location:	Onsite

POSITION SUMMARY:

The Registrar is responsible for handling all records retrieval and requests in a timely manner, assists in the processing of specific high school forms necessary for outside school activities/responsibilities, and closely works with the high school team to ensure all transcripts are up to date. This employee will perform compliance functions in Calpads as well as review attendance claim submissions and corrections. The Registrar shall possess high levels of attention to detail and be a proactive leader.

The Registrar will be an integral part in our Admissions team and will be required to immerse themselves in our office environment to lend support and collaborate with all team members in heavier enrollment periods. The Registrar will assist Admissions and Operations staff in accordance with specialized projects as necessary.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Employer Requirements:

- Two (2) years of Registrar experience required
- Leadership experience preferred

State Requirements:

- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversees verification and accuracy of student enrollment dates and withdrawal dates and exit codes in relationship to the Student Information System.
- Works alongside the Director of Educational Services in P1 and P2 reporting ensuring accuracy and compliance of state required documents in accordance with attendance reporting.
- Support staff and teachers in proper attendance and compliance procedures.
- Review student Master Agreements for accuracy, compliance and completion including but not limited to: proper dates and signatures
- After the school year has begun, add classes for all Virtual Path Students in the SIS, and send out their Master Agreement and Welcome letter.
- Adding courses to SIS as requested on the missing courses docs.
- Complete “child find” checks, including suspension notices, expulsion notices, allergy notices, excessive absences, IEPs, 504s, and SSTs.
- Correct any and all anomalies pertaining to attendance in SIS and communicate additional steps necessary to staff members as needed.
- Perform timely requests of all student files from previous schools. Request missing transcripts when necessary.
- Enter previous school transcripts into SIS from as they are written, verifying accuracy and with close attention to detail.
- Send out General Education CUMEs within 10 days of the initial request.
- Digitize and organize any physical CUMEs received
- Review and manage attendance sheets for each earning Period; checking for accuracy, compliance and completion
- Send confidential SPED files to parent, staff or outside parties as requested.
- In collaboration with the School Counseling team review high school transcripts to ensure our school obtains a complete record of grades from the previous school.
- Works with school administration to complete requested tasks and deliver reports.
- Compiles information to process a student’s B1-1 work permit or the Entertainment Work Permit
- Acts as a trusted leader in the Admissions department that is proactive in problem solving.
- Supports Admissions staff with phone calls, emails and LiveChat during heavy enrollment periods.
- Assists Admissions and Operations staff with special projects as assigned.
- Communicates with ToR and parents in an effort to retrieve non-consumable school items.
- Attend training and professional development as assigned.

OTHER DUTIES:

Any an all other duties assigned by the supervisor including but not limited to:

- Document and report to the school’s management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and

parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).

- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Represent the school at community events.
- Supports testing sites if applicable
- Attend professional development

ABILITIES:

- Complies with all Excel Academy Policies and Procedures as outlined in Employee Handbook and all other formal Excel Academy Policy and Procedure documents.
- Travel as required
- Ability to work overtime as assigned if applicable
- Proficient in utilizing information databases such as Google, Microsoft Office applications and a variety of web-based applications.

PHYSICAL AND ENVIRONMENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds with or without assistance
- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperatures
- Employee must have available transportation and be able to drive up to 100 miles in a day

Employee Acknowledgement:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Printed Name

Date