


OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

June 25, 2014

<b>Legislative File</b>	
File ID Number:	14-1273
Introduction Date:	06/25/14
Enactment Number:	14-1231
Enactment Date:	6/25/14
By:	

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent  
Vernon Hal, Deputy Superintendent, Business and Operations  
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Creation of District Registrar Position – High School Office

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1314-1136—for the Creation of District Registrar – High School Office.

**DISCUSSION**

As part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, Human Resources Services and Support is presenting a new job classification needed by the High School Office. The District Registrar will positively impact the goal of maintaining accurate and complete records for all high school students in OUSD - particularly the over 1,100 transfer students into the District each year who sometimes go months without having their transcripts updated into OUSD's Aeries system.

**High School Network Office**

**Create**

Position Title/FTE

District Registrar,

High School Network Office (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: WTCL

Range 47: \$87,536.23 - \$111,725.55

12 months, 261 days, 7.5 hours (FT) or as assigned

**Funding**

General Purpose,

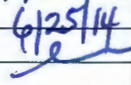
0000-964

**BUDGET IMPACT**

This position is funded by General Purpose monies.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1314-1136—for the Creation of District Registrar – High School Office.

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**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1314-1136**

- High School Office -

**Create**  
- District Registrar -

**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

**WHEREAS**, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

**WHEREAS**, the position aligns with the District's priority of a Full Service Community School District and to enhance servicing our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby creates District Registrar Position— High School Office, attached hereto, and confirms said position's placement on the salary schedule/range, as stated herein, effective 12:01 a.m., June 26, 2014, as follows:

**High School Network Office**

**Create**

Position Title/FTE

District Registrar,  
High School Network Office (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL  
Range 47: \$87,536.23 - \$111,725.55  
12 months, 261 days, 7.5 hours (FT) or as assigned

**Funding**

General Purpose,  
0000-964

**BUDGET IMPACT**

This position is funded by General Purpose monies.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1314-1134—for the Creation of Aide Technician, 504 Itinerant-Health Services; Liaison, Clinic; Licensed Vocational Nurse-Health Services; Manager, Community Partnerships— Family, Schools and Community Partnerships Department.

**BE IT FURTHER RESOLVED**, that the Board authorizes 4.0 FTE for the position, as so stated above.

Passed by the following vote:

AYES: Jody London, Jumoke Hinton Hodge, Anne C Washington, Christopher Dobbins, Vice President  
James Harris, President David Kakishiba

NOES: None

ABSTAINED: None

ABSENT: Roseann Torres

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held June 25, 2014.

<b>Legislative File</b>	
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Introduction Date:	06/25/14
Enactment Number:	
Enactment Date:	
By:	

**OAKLAND UNIFIED SCHOOL DISTRICT**





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David Kakishiba  
President, Board of Education




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Dr. Gary Yee  
Acting Superintendent and Secretary, Board of Education

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	District Registrar	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	High School Office	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR/HOURS</b>	261 days/7.5 hours (FT) or as assigned
<b>ISSUED:</b>	Created: June 2014	<b>SALARY GRADE:</b>	WTCL 47

**BASIC FUNCTION:** Maintain complete and accurate student academic school records for the District's middle and high school students; provide support to District personnel to ensure data accuracy, quality training and communications across all middle and high schools.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

**ESSENTIAL FUNCTIONS:**

Serve as District "point person" for students, families and District staff with regard to transcripts and historical records.

Provide ongoing customer service to parents and community in a timely and highly professional manner on a daily basis and demonstrate the ability to embrace diversity.

Maintain accurate and confidential student files and records related to transcripts and course work.

Complete accurate and timely data entry of students' transcripts and course work records into the District's student information system.

Request, receive, and review records, files, and transcripts for new students from their previous school districts.

Evaluate newly-enrolled student transcripts to ensure courses completed at previous school are awarded proper credit for courses completed.

Withdraw students according to established procedures; complete required forms and submit to the appropriate District school site and new school as requested.

Communicate with appropriate District personnel, external school districts, county offices, consulates, and other involved parties to ensure accurate student records.

Serve as a resource for District personnel to understand and evaluate transcripts, document credit accrual, and evaluation of international course equivalents and transcripts.

Act as liaison between school site personnel and Central Office.

Drive to schools to assist as needed.

Plan and conduct trainings for District personnel to ensure consistency in transcript interpretation and documentation of credit accrual for domestic and international transcripts and to ensure District personnel are

current on methods and practices and have the current skills needed to accurately perform the initial transcript evaluation; train new employees in transcript evaluation.

Present information on administrative procedures, services, regulations, etc... to train and orient District staff, and to disseminate information.

Develop and maintain a District Registrar's Manual and other related training and informational materials.

Assist District personnel in the process of transcript evaluation as needed.

Arrange for translation of international transcripts.

Generate monthly data sets of student enrollment and record transfers.

Complete and transmit a variety of records and reports, including graduation status reports for all 12<sup>th</sup> grade students.

Protect confidentiality of records and information about students, and use discretion when sharing any such information within legal confines.

Operate/use computers and/or electronic equipment as well as other equipment needed to fulfill job functions and responsibilities.

Confer with Technology Services to identify and troubleshoot database problems.

Conduct audits of processes and procedures at school sites to ensure compliance with established policies, procedures and education code.

Serve as a resource to employees, parents and other organizations to interpret and convey appropriate procedures required for District operations.

Assist in identifying processes and procedures to improve student records management as needed.

Attend and participate in required District meetings.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination of education, training and/or experience equivalent to: an Associate of Arts degree and six years of relevant experience as a High School Registrar or District Registrar of which three years must be in current District student information system processes and procedures.

Bachelor's Degree preferred

Experience using electronic student information systems to monitor student progress

Experience in educational record-keeping and transcript evaluation at the high school level including evaluation and interpretation of international transcripts

Experience training adult learners preferred

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

A-G course designation and requirements for University of California and California State University eligibility

School district student information systems

Student transcript data evaluation processes

Record-keeping techniques and systems

Correct English usage in oral and written communication (grammar, spelling, and punctuation)

Strategies and techniques for customer service

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience, and courtesy

Presentation, communication, and public speaking techniques

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff

Computer software, hardware, and related technology

**ABILITY TO:**

Interpret and implement applicable laws, codes, policies, procedures, and District regulations governing work scope

Complete clerical assignments related to work scope.

Understand college admission requirements

Access designated websites to verify course equivalents from other districts

Communicate effectively in English orally and in writing

Understand and follow multi-step oral and written instructions

Read a variety of manuals and write documents following prescribed formats

Plan and organize work to meet internal and customer-established timelines and deadlines

Analyze situations accurately and adopt effective course of action

Perform computational tasks with accuracy

Maintain accurate and confidential records

Follow through on tasks completely, such as external student record requests

Work independently

Model effective communication skills using tact, patience, and courtesy to understand and respond to the needs and expectations of customers

Respond promptly to requests from students/families and/or District staff to provide records and related information

Establish and maintain effective working relationships among students, families, and District staff

Prepare and deliver clear and concise presentations to a variety of audiences

Problem solve to identify issues and select action plan(s)

Operate personal computer, related software, and other office equipment

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office environment; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.