

Registrar

Purpose Statement

The job of Registrar is done for the purpose/s of registering students; maintaining computerized student records and files; providing student information to authorized parties in compliance with established policies; and providing general administrative support, information and direction.

This job reports to High School Principal

Essential Functions

- Administers enrollment and withdrawal activities (e.g. Track A+ attendance percentages, GPA reports review, etc.) for the purpose of complying with established requirements.
- Assists in developing master class schedule for the purpose of ensuring accurate course sequence and class size.
- Completes quarterly and year- end reports (e.g. state reports for Career Ed students, annual Academic Planning Guide, annual Career & Educational Guide for print and website publishing, annual scholarship applications report, etc.) for the purpose of obtaining accurate student data and fulfilling all district and state requirements.
- Evaluates transcripts of incoming students for the purpose of transferring grades and semester credit hours into the student information system.
- Informs appropriate personnel of possible student course deficiencies for the purpose of addressing student course requirements.
- Maintains a variety of manual and electronic documents, files, and records (e.g. grades, transcripts, student information, core data reports, ineligible list, student technology accounts, student registration, student matriculation, communication with other school registrars, etc.) for the purpose of providing up-to-date information and/or historical reference, in accordance with established administrative guidelines and legal requirements.
- Performs other related activities as assigned (e.g. clerical tasks in counseling center; high school support of EOC/MAP testing; scheduling of visits with military recruiters and college representatives; planning and coordinating of Spring Academic Award Ceremony, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares standardized documents and reports (e.g. report cards, class schedules, form letters and memos, calendars, bulletins, periodic reports, student course history, new student list, assignments of lockers/combinations, SHS Counseling Center webpage and calendar, suspension letters and disciplinary hearings packets for administration, etc.) for the purpose of communicating information to staff, administration and other parties and implementing all necessary processes required for Registrar's Office.
- Processes a variety of documents and materials (e.g. transcripts, job verification, drop lists, insurance grade verification requests, course request reports, end-of-year awards, academic letters, senior awards, etc.) for the purpose of providing required information in response to requests from students, other districts, colleges/universities, and employment agencies.
- Researches discrepancies in student records (e.g. review of incoming and outgoing student records, review of enrolled student records, etc.) for the purpose of verifying graduation status and ensuring accuracy of student information.

- Responds to questions from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and/or students, staff, etc.) for the purpose of providing information and/or direction to any grievance issue; ensuring accuracy and timely response.
- Verifies student related data (e.g. grades, residence, financial assistance, proposed graduation date, etc.) for the purpose of ensuring the accuracy of student records.

Other Functions

- Attends department, in-service meetings, workshops and/or seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software; preparing and maintaining accurate records; analyzing data; applying assessment instruments; classifying data and/or information; and screening telephone calls.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; business telephone etiquette; grammar, spelling and punctuation; keyboarding; office practices; and recordkeeping and record retention practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; working with frequent interruptions; setting priorities; working under minimal supervision; working within time constraints; ability to read, write and communicate clearly in English; accuracy and attention to detail; meeting deadlines and schedules; organizing tasks; and maintaining patience and clear communication with all stakeholders including other registrars.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-Employment Proficiency Test
Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability□

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade