



Human Resources Management

TITLE: Registrar

POSITION INVENTORY: B 22

DEPARTMENT: Secretarial/Clerical

FLSA STATUS: Non Exempt

REPORTS TO: Building Administrator

FT/PT: Full Time

BASIC FUNCTION: This position is responsible for enrollment, attendance, substitutes, and student records. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the building assigned.

ESSENTIAL FUNCTIONS:

1. Prepare and submit transcripts as requested and authorized.
2. Prepare student insurance policy forms, birth certification, duplicate driver's education certificates.
3. Prepare payroll for staff; keep record of staff absences.
4. Supervise substitute teachers in the building.
5. Report substitute needs to the substitute office each work day between 6:15 – 6:45 a.m.
6. Prepare daily roster of faculty absences for administration.
7. Enter daily maintenance requests into computer, as they are received.
8. Request records from other schools.
9. Check records for enrollment and drops, updating information on cumulative records and enter on computer.
10. Send out records or copies to other schools.
11. Provide current grade information to teachers for new enrollees.
12. Assist with answering phone; provide back-up assistance in main office as needed.
13. Maintain grade point averages and ranks, using computer.
14. Determine academic eligibility 5 times per year, according to athletic eligibility guidelines.
15. Check in records of 9th graders, apply grade labels and update as needed.
16. With administration check out-of-area enrollments, making sure students are on voluntary transfer list or open enrollment list before they are allowed to enter.
17. Monitor tuition paying students.
18. Keep a current record of personal information on students and record extra-curricular activities.
19. Prepare year-end athletic report.
20. Maintain grade list, check corrections and prepare for binding each year.
21. Work with counselors to determine all graduating seniors have met state and district requirements.
22. Handle preparations for diplomas and commencement programs.
23. Print, stamp and issue transcript for each student.
24. Make diploma and diploma envelope order request.
25. Prepare graduate and drop records for microfilming every 5 years.
26. Attend work on a prompt and regular basis.
27. Maintain confidentiality.
28. Maintain satisfactory and harmonious relationships with public, students, and other employees.
29. Other duties, as assigned.

HIRING SPECIFICATIONS:

Required:

1. High School Diploma, HiSET or G.E.D.
2. Demonstrated competency in computer usage including Microsoft tools and district software.

Registrar
VG
Oct, 2014

