

Job Code 02K
Level F
Revised: 06/2020

REGISTRAR – HIGH SCHOOL

QUALIFICATIONS

A. REQUIRED

- High school graduation or equivalent
- At least three years of progressively responsible clerical experience, with related work experience of one year
- Passing score on the following skills assessments: Basic Computer, Internet Basics, and Using Email
- Knowledge of computer applications, including word processing and database packages
- Demonstrated aptitude and ability in clerical skills

B. DESIRED

- At least one year of work experience in a school setting

SUMMARY

Under general supervision of the high school principal or assistant principal, is responsible for the coordination, maintenance, storage and destruction of student registration, attendance and grade records in accordance with district policy.

Reports to: Principal

ESSENTIAL FUNCTIONS

- Maintains correspondence with other schools by requesting student records/transcripts, and communicates with school personnel to clarify questionable records as needed.
- Enters student transcripts into the SASI computer system and creates official hard copy transcripts for students.
- Maintains permanent records of student registration, withdrawal, transcripts, credits earned, honor rolls and report cards.
- Maintains cumulative scholastic averages for all students.
- Counsels students and parents on routine matters relating to credits earned, cumulative scholastic average, and other such matters.
- Registers new pupils and consults with parents as necessary.
- Maintains class lists.
- Answers inquiries of a purely routine nature, obtaining necessary information for office records.
- Maintains confidentiality of student records.
- Upon request, transmits official certified copies of student records for students who have transferred.
- Prepares and transmits official transcripts for college bound students.
- Type letters and miscellaneous reports.
- Exhibits patience, courtesy and tact when dealing with others.
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century

- Performs related duties as required.

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, twist, bend and carry up to 20 pounds
- Ability to operate office equipment