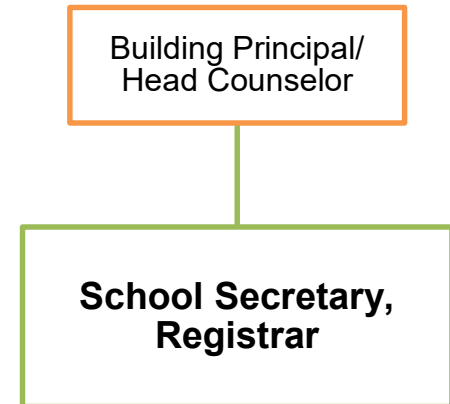


SCHOOL REGISTRAR

Job Title:	School Registrar
Initial:	November 1, 2006
Revised:	July 8, 2021
Work Year:	Extended School Year
Office:	Education
Department:	Assigned Building
Reports To:	Building Principal/Head Counselor
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 7

Related Organization Chart



POSITION SUMMARY: The School Registrar is responsible for receiving, completing and maintaining legal and district paperwork for entering and exiting students.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Enter, correct and maintain accurate grades to transcripts for all new and former students.
- Purge and send all outgoing student records to requesting school.
- Correct and maintain accurate transcripts for all students past and present.
- Answer incoming calls related to registrar issues.
- Help parents, students and other school registrars with transcripts, records and questions.
- Receive and account for fees and fines owed.
- Complete paperwork for military recruiters with reference to student on track for graduation.
- Run, sign, seal and send official senior transcripts to colleges for admissions.
- Assist with the master schedule, including but not limited to training, clean up, and build.
- Conduct research on various topics. Help compile and analyze data.
- Assist in preparing and composing data and visual information into presentations.
- Create and update website content using standard and custom web authoring tools.
- Assist in preparation of state and federal reports and maintain effective record-keeping system.
- Organize registration and special events.
- Act as a backup for the clerical department.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Perform other duties as assigned.

Supervision & Technical Responsibilities: This position does not supervise other employees.

Budget Responsibility: This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High school diploma or equivalent.

Experience:

- One to two years of secretarial experience required. Experience in a school setting preferred.

Knowledge Skills & Abilities:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks and priorities with frequent interruptions.
- Ability to defuse and manage volatile and stressful situations.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with general office equipment, including telephones, copier, fax machine required within one month after hire.
- Operating knowledge of current student information system required within one month after hire.
- Recognizes the importance of safety in the workplace, follows safety rules, practices safe work habits, and reports unsafe conditions to the appropriate administrator.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. However, at times the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.