



METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

JOB DESCRIPTION

- Title:** Registrar – Middle School - 10 Month
- Qualifications:** Excellent customer service and interaction management skills
Excellent oral and written communication skills
Strong computer skills including experience using software such as Word, Excel, Publisher, and Outlook
Knowledge using office equipment such as a copier, fax, scanning documents, etc.
Strong customer service skills
Ability to be detailed oriented
Excellent organizational skills, ability to multitask and prioritize
Ability to meet schedules and deadlines
Work confidentially with discretion
Establish and maintain effective working relationships
Ability to work independently
Strong work ethic, punctual, and reliable
Strong organizational skills
Perform duties effectively and manage demands with frequent interruption
Ability to work well under pressure
Bilingual in Spanish is a plus, but not required
- Reports to:** Building Principal

Performance Responsibilities:

1. Manage student enrollment and withdrawal process, including requesting new student files, processing student records requests, withdrawing students, and orienting new families and students to the school
2. Process transcript requests, receives and send high school transcripts
3. Input grade history for newly enrolled students
4. Generates data and reports for District and DOE requirements
5. Orders diplomas and coordinates graduation ceremony

6. Provide and uphold school and district policies and procedures
7. Maintain confidentiality of materials and information
8. Prepare, maintain, and update student records related to attendance, discipline, emergency, health, transportation changes, and other student records as assigned
9. Perform other related duties as assigned