

Thornton Township High School District 205

Job Description: Registrar's Office

Title: Registrar's Office

Location:

Reports to:

No. of Months: 12

Qualifications:

- High School Diploma
- Typing at 55 wpm (minimum) with 75% proficiency on clerical entry exam (M.S. Office Applications, Word, Excel, and PowerPoint)

DEFINITION OF DUTIES AND RESPONSIBILITIES:

List tasks, projects, and daily activities. Indicate if the activities are: P-- completed periodically, F--completed on frequent basis, or A--completed annually

F- Receptionist for area assigned

F- Distribute mail and prepare mail or parcels for delivery

F- Submit order supplies and request maintenance of equipment

F- Performing general office duties

F- Receive and answering correspondence relating to the responsibilities listen on this description

F- Serve the students, schools, agencies, parents, faculty with respect to responsibilities noted on this description

F- Sending out all transcripts

F- Checking and verifying information on student records

F- Updating student records from all schools

F- Prepare transcripts with test scores for counselors of students applying to college

F- Filing

F- Request official records on all new students

F- Evaluate transcripts on all new/returning students. Enter courses and grades on computer and distribute to student's counselor

F- Complete a file on all new students

F- Complete a hard copy transcript of all students transferring out.

F- Issue applications and process all work permits

F- Telephone verification of education

F- Fax verification of education

F- Mail verification of education

P- Process good student insurance forms

P- Add pass/fail of constitution test on student permanent records

P- Answer all subpoenas of records

A- Order diplomas

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- A- Type graduation list
- A- Finalize graduation list.
- P- Type working permits
- A- Distribute diplomas to counselors
- A- Verify top ten students and students with 3.5 cumulative grade points if graduating class for commencement program book. Contact teachers for final grades
- A- Record final rank and date of graduate's permanent transcript
- A- Place all ACT/SAT test scores on permanent transcripts of graduate students
- A- Send final transcripts to colleges for graduates
- A- Submit data for Illinois State Board of Education and Research and Evaluation Report
- P- Count and deposit transcript money
- A- Filling out class rank requests
- P- Verify grade point average and class rank (semiannually)
- P- Respond to inquiries from high school, colleges and government agencies
- A- Add summer school courses and grades to first semester grade reports on computer
- F- Notify counselors of any grade changes, notify teachers of any missing or incomplete grades
- A- Arrange teacher record books and keep in file in vault
- F- Prepare approved transcript evaluation for computer entry
- P- All other duties as assigned