



**Youngstown City School District
Registrar & Business Clerk
Job Description**

Position: Registrar & Business Clerk
Status: Exempt - Non-Bargaining
Reports to: Building Principal
Building: Youngstown High School
Salary Schedule: A06
Work Calendar: 220 days

Position Summary

The Registrar & Business Clerk serves as a key operational leader at Youngstown High School, responsible for ensuring the accuracy and integrity of student academic records while supporting the school's financial, administrative, and compliance functions. This position blends student services with business operations to ensure a seamless, efficient, and policy-aligned school environment that supports scholars, staff, and district leadership.

This role plays a critical part in supporting the district's "One Vision, One Youngstown" commitment to excellence, accountability, and student-centered operations.

Essential Duties and Responsibilities

Student Records & Registrar Functions

- Manage and maintain all student academic records, including enrollment, withdrawals, transfers, schedules, transcripts, and graduation documentation.
- Ensure accuracy and compliance with state reporting, district policies, and graduation requirements.
- Coordinate student scheduling processes in collaboration with school counselors and administrators.
- Prepare and verify data for EMIS/state reporting, audits, and internal reviews.
- Serve as the primary point of contact for transcript requests, student record verification, and academic documentation.

Business & Financial Operations

- Support building-level financial operations, including purchasing, requisitions, inventory tracking, and budget monitoring.
- Coordinate payroll-related processes, timekeeping submissions, and staff attendance reporting in alignment with district procedures.
- Maintain accurate financial records and documentation for audits and compliance purposes.
- Serve as a liaison between the school, district finance office, and vendors.

Compliance & Reporting

- Ensure adherence to Ohio Department of Education and Workforce (ODEW) requirements, district policies, and board regulations.
- Support administrative staff with compliance documentation, internal controls, and operational reporting.
- Assist with preparation of building-level data reports related to enrollment, attendance, graduation, and fiscal activity.

Customer Service & School Operations

- Provide high-level customer service to scholars, families, staff, and community partners.
- Support front office operations and assist with school communications as needed.
- Collaborate with administrators to improve operational efficiency and service delivery.

Qualifications

Required

- High school diploma or equivalent
- Minimum of 3–5 years of experience in school administration, registrar services, business operations, or a related field
- Demonstrated knowledge of student information systems and financial/administrative processes
- Strong organizational, communication, and data management skills
- Ability to handle sensitive and confidential information with professionalism and discretion

Preferred

- Bachelor's degree in Education, Business, Accounting, or a related field
- Experience working in a public school district, particularly in Ohio
- Familiarity with EMIS, district financial systems, and graduation requirements

Skills & Competencies

- Attention to detail and accuracy in data and financial records
- Strong interpersonal and customer service skills
- Ability to manage multiple priorities in a fast-paced school environment
- Knowledge of compliance, reporting, and internal control processes
- Collaborative mindset aligned with district leadership and school culture

Work Environment

- Office and school-based setting
 - Regular interaction with scholars, families, administrators, and district departments
 - Extended hours may be required during peak periods (e.g., start/end of school year, graduation, audits, and reporting windows)
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Evaluation & Accountability

Performance will be evaluated annually based on:

- Accuracy and timeliness of student records and reporting
 - Compliance with district and state policies
 - Effectiveness in supporting building-level financial operations
 - Quality of service to scholars, families, and staff
 - Collaboration with school and district leadership
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The Youngstown City School District is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

This Job Description is not a complete statement of all duties and responsibilities comprising the position. Signing this form indicates that you understand the job requirements and are willing and able to perform the duties as assigned.

Employee Name: _____

Employee Signature: _____ Date: _____