

**TITLE****Registrar****QUALIFICATIONS**

- Ability to navigate the student management software; very comfortable using technology;
- Considerable knowledge of modern office practices and procedures with specific Ability to verify incoming records, maintain a complete record system and assemble and reference to records management, school curriculum, and course credit system;
- Ability to organize data and prepare reports from such records;
- Ability to work independently and to exercise tact and sound judgment in working with confidential information;
- Ability to make student referrals to appropriate school personnel, make decisions in accordance with established policies and procedures, and maintain clerical records and prepare reports; and
- Ability to work effectively with students, administrators and instructional staff, and other schools.

**DESCRIPTION**

This position supports the operations of the school with a primary focus on student enrollment, course scheduling, preparation of transcripts, and maintenance of student files.

**ESSENTIAL FUNCTIONS**

1. Registers new students, verifies residency, requests records, assists withdrawing students, and sends records as needed, working directly with school counselors; contacts and/or corresponds with other schools or agencies to complete student registration and records, as needed.
2. Maintains student records, related school records, transcripts, reports, databases, and correspondence records as needed; collects immunization forms, if and when necessary; performs tasks and duties required to complete student records.
3. Maintains records efficiently; may be subpoenaed about student grades; must be familiar with divorce decrees, custody orders, DHS notifications, McKinney Vento Act (rights of homeless families), the rights of ELL (English Language Learners) families and other legal documents. Must work as needed with DHS, local school advocate, and other outside agencies. Understands the importance of Special Education and ELL records. SSA (Social Security Administration) requests must be completed in a timely manner.
4. Accurately maintains information related to student enrollment, promotion, retention, dropout, and graduation as applicable; updates and purges student permanent records as required.
5. Compiles and prints class rosters at the direction of the principal; forwards transfer grades to teachers; completes grade reports, requests verifications and distributes such as needed; changes grades at the end of the term only as requested by teachers and/or approved by the principal. Prepares report cards and transcript requirements.
6. Maintains confidential student files and records related to grades and test results; maintains appropriate confidentiality regarding school/workplace matters; maintains current knowledge of legal requirements for protecting student information.
7. Assists with athletic eligibility if, and when, needed.
8. Performs duties in a courteous and professional manner; meets, greets, and deals effectively with the general public, staff members, students, parents, administrators, and other contact persons using tact and good judgment; assists parents and/or school personnel in obtaining needed documentation,

verifications, transcripts, or records for meetings, projects, planning or legal proceedings; exhibits interpersonal and collaboration skills when working with all groups.

9. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel; responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
10. Assists when needed, with routine office and/or clerical tasks to support activities of the school – specifically counselors, principal, or other administrators.
11. Attends staff meetings as required. Attends called trainings and professional development as required.
12. Demonstrates support for the school system and its vision, goals, and priorities.
13. Adheres to school system rules, administrative procedures, local board policies, and state, federal, and local regulations.
14. Reports absences and takes leave in accordance with board policies and procedures.
15. Performs any other duties as assigned by the principal or designee.

### **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

### **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

### **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to generalizing, evaluations, or decisions based on sensory or judgmental criteria.

## CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. Motor Coordination: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
7. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
8. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## WORK CONDITIONS

Normal school office environment.

Employed for fiscal year (July 1 through June 30).

Works an eight (8) hour day.

Will not always have privacy or a quiet place to work.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

## GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.