**Job Title: School Registrar**

**Qualifications:** 1. High school diploma or equivalent

2. At least 3 years secretarial experience

3. Evidence of high degree of skill in bookkeeping procedures.

4. Ability to operate typical office equipment and machines.

5. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

**Reports to:** Superintendent and Director of Teaching & Learning

**Performance Responsibilities:**

1. Registers new students, requests records, assists withdrawing students, and sends records as needed.
2. Maintains school records, transcripts, reports, databases, and correspondence records as needed.
3. Is familiar with board policy, as well as Alabama High School Athletic Association rules, regarding student transfers.
4. Coordinates with school counselors and administrators in uploading student records
5. Accurately maintains information related to student enrollment, promotion, retention, dropout, and graduation as applicable for grade level assignment.
6. Assists parents/guardians in completing and submitting all required registration and enrollment materials.
7. Types and performs various clerical functions.
8. Produces reports and assists with records compilation efficiently, accurately, and in a timely manner.
9. Assists when needed in routine office and/or clerical tasks to support activities of secretary, receptionist, other administrators, and superintendent as needed.
10. Contacts and/or responds to other schools or agencies to complete student registration and/or records requests.
11. Assists current and former students with records requests.
12. Assists office personnel as needed with preparations for meetings, projects, visiting groups, delegations, and conferences.
13. Participates in training programs offered to increase skill and efficiency related to assignment and is willing to turnaround that training to others.
14. Arranges for technical support, servicing, and effective operation of office technology and office machines as needed.
15. Maintains appropriate confidentiality regarding school/workplace matters.
16. Ensures files are in compliance with student record-keeping laws and are suitable for audit, if necessary.
17. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
18. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
19. Properly uses and care for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
20. Adheres to school system rules, administrative procedures, local board policies, and state, federal, and local regulations.
21. Reports absences and takes leave in accordance with Board policies and procedures.
22. Performs any other job-related duties as assigned by the superintendent.

**Terms of Employment:** 12 month secretarial position to be determined by correct salary schedule