



Job Description Registrar

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 220 Days

Experience Required: Work related experience with increasing levels of responsibility.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Support Staff.

Direct Supervisor: Principal.

Primary Work Location: Office setting.

Certification: None.

Job Summary: Perform varied and responsible work in the registration and transfer of students, preparation and maintenance of student records, and transcripts.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist in developing master class schedule to ensure student course and class size requirements are accurate.
- Evaluate transcripts of incoming students and transfer grades and semester credit hours into the student information system.
- Inform appropriate personnel and parents of possible student course deficiencies.
- Maintain a variety of manual and electronic documents, files, and records to provide up-to-date information and historical reference in accordance with established guidelines and legal requirements.
- Perform enrollment and withdrawal activities.
- Prepare standardized documents and reports (e.g. report cards, class schedules, form letters and memos, calendars, bulletins, periodic reports, etc.) for the purpose of communicating information to students, other parties and/or agencies.
- Research discrepancies in student records to ensure they meet graduation requirements.
- Respond to questions from a variety of internal and external sources.
- Verify student related data (e.g. grades, information, etc.) to ensure the accuracy of the student records, compliance with district and state policies, and compliance with legal requirements.
- Attend department, in-service meetings, workshops and/or seminars.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Perform basic math, including calculations using fractions, percent, and/or ratios.

Effective Date:



Job Description Registrar

- Read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems.
- District and state regulations; codes, regulations and laws related to student enrollment, graduation and transfer.
- Coursework required for graduation.

Skills

- Strong written and oral communications and relational skills.
- Maintain and organized and accurate records.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Operating within a defined budget.
- Adapting to changing priorities.
- Communicating with diverse groups of individuals.
- Working with frequent interruptions.
- Setting priorities and working under minimal supervision.
- Exercise tact in working with and providing confidential and non-confidential student information.
- Apply independent interpretation of guidelines.
- Maintain contacts with colleges, universities, national testing services, military, and employers.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Effective Date:



Job Description Registrar

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date