

Inter-Lakes School District Job Description



Title: Registrar	Date: January 5, 2021
Classification: Non-Bargaining	Terms of Employment: Full-time, year-round
Reports To: Guidance Director	Supervises: n/a

QUALIFICATIONS:

1. Completion of high school or equivalent.
2. Advanced office training and/or data entry experience. Three years clerical experience preferred.
3. Knowledge of record keeping required in maintaining accurate student records.

JOB OBJECTIVE:

The Registrar provides support for the guidance department as well as the maintaining accurate data processing systems related to student data, master schedules, and district and state reporting.

ESSENTIAL JOB FUNCTIONS*:

- Maintains student records and assist with scheduling. This includes but is not limited to preparing or compiling information for input, entering information into a database, generating specific lists, reports, etc., and maintenance of student records.
- Completes necessary paperwork and data entry for new/withdrawn students.
- Processes transcript requests.
- Provides support services to building principal and guidance department in preparation of master schedule. This may include organization and coordination

SKILLS

1. Ability to maintain accurate records.
2. Ability to use computer and software to develop and maintain spreadsheets and databases.
3. Proficient keyboarding and file maintenance skills.
4. Basic mathematic skills.
5. Strong organizational, communication, and interpersonal skills.

WORKING CONDITIONS:

OTHER:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

***External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**