

**JOB TITLE:** HIGH SCHOOL REGISTRAR

**QUALIFICATIONS:**

1. Ability to adapt to changing work priorities and working with frequent interruptions.
2. Effectively communicate with diverse groups, maintaining confidentiality.
3. Establish cooperative relations in a calm and tactful manner.
4. Knowledge of computer usage and modern office practices.
5. Effective communication techniques and procedures.  
Communicate effectively in oral and written form.
6. Effectively carry out oral and written directions.

**REPORTS TO:** Building Principal

**JOB GOAL:** To provide the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the counseling office.

**PERFORMANCE RESPONSIBILITIES:**

1. Enroll new students and obtain and maintain a variety of student records such as grades, transcripts, immunization records from other schools.
2. Enter all student data for new students. Also request, evaluate and enter all transcripts for new students and send transfer grades to teachers.
3. Contact parents for confirmation when a student withdraws. Drop students in computer that have withdrawn or have been dropped for lack of attendance by attendance office.
4. Collect, organize and send outgoing student records to requesting schools.
5. Collect new student forms for various offices. (Immunizations, free lunch, handbook, etc.)
6. Compile information for honor roll and principal's honor roll for each semester and send to newspaper.
7. Maintain accurate permanent student records and test scores by recording and filing student's results.
8. Prepare and send transcripts requested by former graduates (app 1300 per year).
9. File PSAT, SAT, ASVAB, ACT, PLAN and MAP scores. Enter all ACT scores in computer on students' transcripts.
10. Prepare a monthly drop report for State Department.
11. Maintain student forms for NCAA and mail transcripts.
12. Review requests made by Social Security Administration, law enforcement, mental health representatives and other support staff and complete as necessary.
13. Enter all student data for incoming students from rural schools.
14. Enter all student requests for incoming freshmen at the beginning of each year.
15. Make folder for all incoming freshmen and file.
16. Collect grades from teachers, print grade cards and look over for any errors. Change grades to "N" for lack of attendance. Distribute grade cards to teachers. Mail grade cards each semester.
17. Restore credits for N's when student makes up their attendance. Track students that have incompletes on grade card/transcript and correct.

18. Update GPA and Rank each semester and check transcripts for accuracy.
19. Enter all grades and credits for Virtual School, 8<sup>th</sup> hour at ALC, credit recover classes.
20. Enter a notation on transcript summary for all GED option graduates.
21. Compile a list of Renaissance and National Honor Society each semester. Also print a list for seniors for academic excellence for end of the year.
22. Print class rank for each semester. Send Exchange students' names and top 10% to the Assistant Superintendent at the end of each year for the Rotary Banquet.
23. Print final transcripts at the end of the school year and file.
24. Send final senior transcripts to colleges/technical schools.
25. Purge senior records and get ready to be microfilmed.
26. Assist in collection of summer school forms.
27. Enter all summer school grades on transcripts.

TERMS OF EMPLOYMENT:            Salary and work year to be established by the Board of Education.

EVALUATION:                      Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(High School Registrar)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(High School Principal)