

**TRUSSVILLE CITY BOARD OF EDUCATION**  
**Job Description**

**POSITION TITLE:** Registrar

**QUALIFICATIONS:** Minimum High School Diploma or Equivalent  
Preferred two years' experience in an administrative  
office and/or educational environment

**JOB GOAL:** To assist in the efficient operation of the Guidance Office in order that the  
students and parents of Trussville City Schools may be better served.

**REPORTS TO:** Guidance Counselors and Principal

**EVALUATION:** Trussville City Board of Education Personnel Evaluation Plan

**PERFORMANCE RESPONSIBILITIES:**

1. Acts as Guidance Office receptionist and directs student and adult visitors to the appropriate individual as needed.
2. Receives mail and distributes correspondence to the appropriate personnel.
3. Performs general secretarial/clerical duties for the Guidance Department and/or Principal.
4. Facilitates the sending of student transcripts to colleges as requested and/or directed by the guidance personnel, principal, or designee.
5. Computes students' grade point averages, checks senior class rankings, and compiles other needed student achievement information under the direction of the guidance personnel and/or principal.
6. Prepares documents verifying the status and achievement of individual students as needed.
7. Prepares daily, monthly reports as needed and directed by the guidance personnel and/or principal or designee.
8. Maintains student admission and withdrawal files.
9. Assists when needed with the task of securing and assigning substitute teachers as necessary.
10. Proficient in the use of office equipment such as computers and copy machines
11. Performs other such duties as required and/or assigned by the principal.

Board Approved: Trussville City Board of Education, April 2, 2012