

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

REGISTRAR

POSITION: Registrar

REPORTS TO: Site Administrator

LOCATION: High Schools

NATURE OF WORK:

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The position focuses on the registration of new students.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Enters and revises computerized student data (this includes grades, personal data, schedules, and attendance, etc.)
- Assists the guidance counselor with the registration and orientation of new students
- Assists in making members of the community aware of the availability and the role of counseling services
- Effectively uses data analysis and bookkeeping procedures to perform tasks
- Assists school staff in the analysis of student data in support of school programs
- Reviews and edits reports and makes data corrections in the computer as required
- Establishes and maintains a comprehensive records system for students, including withdrawals, and graduates; prepares folders and forms, enters subjects, grades, credits, test information, unity summary and summary of attendance
- Checks records of incoming students, ensures proper grade placement; carries out information; assists in reviewing transcripts of students out-of-state and out-of-county
- Assists in checking records to assure that students are meeting specific requirements of graduation and refers cases as necessary to counselors; records program changes

- Organizes and maintains cumulative folders of incoming students, in-school students' withdrawals, and graduates
- Prepares transcripts for college, employment, and other requests, and keeps records thereof
- Assists in preparing diploma lists and in checking diplomas for accuracy; reviews graduates' records for accuracy prior to scanning and uploading
- Computes statistical reports associated with surveys and research; computes grade point averages
- Conducts orientation tours for new students
- Assists the guidance counselor with the testing program
- Participates in the master scheduling process at the principal's request
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED ;
- Three (3) years of secretarial or general office experience
- Passing score on a proficiency exam conducted by SMCPs (applicants must establish proficiency prior to accepting employment)

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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