



Job Title: High School Registrar

Supervisor: Principal

Terms of Employment: 240 Days

Job Summary:

Essential Duties:

Student Information

1. Maintain graduation file (including those needed for graduation rate computation) and process diploma order three times per year (January Graduate, End-of-School year, and summer school graduation).
2. Meet with prospective new students and parents to determine enrollment eligibility and input registration data. Obtain school records from previous schools and agencies.
3. Maintain student permanent records (includes placement of assessment data, request for information from parent/guardian, and annual updates on promotion).
4. Provides a variety of documents (e.g. transcripts, ACT scores, college applications, etc.) for the purpose of assisting present and former students and/or their parents.
5. Fulfills all transcript requests from parents, students, colleges, and universities.
6. Process all requests from attorneys, DSS or other government agencies, on current and former students.
7. Completes student withdrawals and records requests.
8. Assist the Data Quality Clerk with the District's computerized student information system, including the online registration program.
9. Determine appropriate release of and send student records to other agencies in accordance with State, District, and building policies and procedures.
10. Maintains the Guidance web pages, including updating all scholarship opportunities, curriculum course guide, and testing schedule.
11. Organizes all guidance mailings, including awards program invitations and contact for IGP meetings (minimum of 3 contact attempts per year).



12. Assists with the organization of College Application Day, awards programs, etc.
13. Order or create all awards and invitations for school programs.
14. Completes all purchase requisitions for guidance department.
15. Schedules appointments for guidance counselors, including IGPs.
16. Schedule all transfer of permanent records (i.e. from feeder middle schools, to District Office, or other high schools in Horry County).
17. Compile graduation packet for each graduate. Packet includes letters from officials, transcript, diploma, letter from principal, etc.
18. Verifies student enrollment for DMV driver education requirement.
19. Work with outside agencies to provide services or materials for students in need.
20. Serve as the McKinney Vento liaison.
21. Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.

Other Duties:

Perform such other tasks and assume such other responsibilities as may be assigned by the High School Principal.

Job Specifications:

Performance of this position will be evaluated in accordance with provisions of the district's policy on the evaluation of Support Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

- High School diploma.
- Specialized training in business education and office management.
- Secretarial experience.
- Knowledge of personal computer operations, including WORD, EXCEL, and PowerSchool programs.



- Ability to compose correspondence, analyze data, record and transcribe minutes, work independently and cooperatively, self-motivated, strong problem solving and communication skills, and ability to maintain confidentiality.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Pay Grade: 106

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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