



## Registrar

### About TFS

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

### Job Summary

The Registrar is responsible for the comprehensive management and integrity of all student academic records for grades 4–12, ensuring accuracy, confidentiality, and compliance with institutional policies and state regulations. This position oversees the Student Information System (SIS), supports academic scheduling and reporting, and serves as a central resource for students, families, faculty, administration, and external organizations. In a dynamic private school environment serving both boarding and day students, as well as domestic and international populations, the Registrar plays a key role in facilitating academic processes, supporting college readiness, and ensuring seamless communication across departments. The selected candidate will receive a competitive benefits package.

### Responsibilities:

The essential functions include, but are not limited to, the following:

#### Student Records & Compliance

- Create, maintain, update, archive, and securely purge student academic records in accordance with state and institutional retention policies
- Ensure accuracy and confidentiality of all student data and records
- Process transcript requests, enrollment verifications, apostille documentation, graduation verifications, and other record requests for current students, withdrawn students, alumni, and external agencies
- Evaluate domestic and international transcripts; assign and verify transfer credits

#### Student Information System (SIS) Management

- Oversee the school's Student Information System, ensuring data accuracy and system integrity
- Enter and manage grades, transcript data, standardized test scores, and academic histories
- Troubleshoot system issues and user questions
- Manage user access, permissions, and security rights
- Assist in training faculty and staff on SIS usage and related platforms
- Maintain integrations between SIS and other academic platforms

#### Academic Scheduling & Reporting

- Assist in building the master class schedule annually, including course offerings and section assignments
- Support student registration and scheduling processes, including faculty placement recommendations and individual student counseling documents
- Run and prepare honor roll reports and provide GPA updates

#### Dual Enrollment and Online Learning

- Coordinate registration for dual enrollment, online course enrollment, and credit recovery programs
- Oversee institution applications, funding applications, billing, and compliance documentation
- Track student eligibility, funding hours, and academic progress
- Liaise with partner institutions and online providers to ensure accurate enrollment and reporting

#### College Readiness & Student Support

- Support students in college planning, including transcript preparation, documentation, and application processes
- Coordinate the submission of required documents for college applications, athletic organizations such as NCAA and NAIA, and scholarships, including the HOPE and Zell Miller scholarships
- Meet with students throughout the year (individually and in groups) to support post-secondary planning

#### Graduation & Academic Milestones

- Support graduation preparation, including diploma preparation, honor designations, regalia orders, and ceremony logistics
- Process final grades and certify graduation eligibility
- Manage senior records, final transcripts, and graduation documentation

#### Communication & Collaboration

- Serve as a key point of contact for students, parents, faculty, and external organizations regarding academic records and processes
- Collaborate closely with administration, counseling, admissions, and academic departments
- Provide timely, accurate, and professional communication and support to all stakeholders

#### Additional Administrative Functions

- Notarize official school documents as needed
- Process work permits, social security forms, and other student-related documentation
- Assist with general student services as needed
- Generate reports for administration, faculty, and external agencies as needed
- Stay current with evolving regulations, technologies, and best practices related to student records and academic administration

#### **Requirements & Qualifications:**

- Bachelor's degree in education, administration, or a related field preferred
- Experience in a registrar's office, school administration, or student records management preferred
- Knowledge of student information systems and education-related platforms

- Advanced proficiency in Google Workspace and Microsoft Office Suite, with a strong emphasis on spreadsheets for data analysis, reporting, and record management
- Familiarity with state and federal regulations related to student records
- Experience working with diverse student populations, including international students
- Strong work ethic and initiative in understanding all-school dynamics and proactively responding to a fast-paced environment.
- Strong collaborative skills.
- Passion for working with students, families, colleagues within a vibrant and diverse community.
- Effective organizational skills with attention to accuracy and detail.
- Strong written and verbal communication skills.
- Compatibility with the school's values, culture, and community.
- Ability to pass periodic background, drug and alcohol screenings.
- Ability to maintain confidentiality and composure under pressure.

**Standard Physical Requirements:**

- Must be able to sit and/or stand for an extended period of time
- Must be able to constantly operate a computer and other office machinery
- Must be able to understand written and verbal instructions
- Must be able to communicate and respond to questions from various levels within the organization
- Must have manual dexterity sufficient to perform specified duties
- Must be able to lift, carry, move, and handle equipment or boxes weighing up to 20 pounds
- Must possess basic mathematical skills: addition, subtraction, multiplication, and division

**To Apply**

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Upper School Academic Dean, Jeremy Stille at [jeremy.stille@tallulahfalls.org](mailto:jeremy.stille@tallulahfalls.org). No telephone calls, please.

*Tallulah Falls School is an equal-opportunity employer.*

*All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.*