Job Title: **Registrar – High School**

Qualifications:

Credentials: **None**

Education: High school diploma and some vocational experience in or after high school in computers, filing and basic office skills.

Training or Experience Required: 1 year of clerical experience with some training with computerized records.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Proficient skills in typing/word processing

Site: **High School**

Reports To: **Principal**

Job Goal (Purpose of Position): Performs semi-skilled level clerical duties under general supervision to assist the Principal in one or more of the following ways: to maintain records, record grades, assist counselors with other secretarial duties, provide diplomas and maintain their records, create and maintain transcripts, and provide the district with State required reports, which influence our funding.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion must interpret policies and procedures and must strictly adhere to FERPA or any other state law.

Contact with Others: An incumbent in this position has regular contact by telephone**,** email or in-person with the public to determine actual information needed.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Works with counselors regarding grades, courses and credits.

2. Coordinates and maintains computer processing and printing of all student files, such as schedules, grades, progress reports, report cards**,** transcripts and diplomas.

3. Works with the acquisition, processing and distribution of student records. This may include proof of residency, immunization records, and grades/records/transcripts from prior schools. Maintains confidentiality of all student records.

4. Initiates new student records, as needed. Corresponds with other schools regarding student records. Enters cohort date for each student.

5. May assist new students with lockers, busses, finding classes and general orientation.

6. Receives and records all student grades including concurrent enrollment, MNTC, Homebound, MVA and summer school. Updates transcripts, including posting of Report Comments (PFL, CPR, Certifications, etc.).

7. Prepares student lists as requested, certifying eligibility, nominations, grade point averages and class rank. Submits VAL, SAL, Top 10%, 4.0 and greater, OK Academic Scholar and Honorary graduates, Prepares Diploma Packets for pick-up. Creates sign-off sheets for students and counselors for distribution of diplomas. Places Financial and Academic Holds on Diplomas.

8. Assists in preparing driver's education certificates and work permits.

9. May assist counselors as needed b preparing confidential reports and requesting transcripts and course descriptions.

10. May provide secretarial relief as needed.

11. Performs other duties as requested by the Principal.

12. Maintains and distributes Diploma, graduation and retention status. These records are never destroyed. Working within FERPA guidelines, print or submit transcripts to students, NCAA, NAIA and colleges. Submit required information to Oklahoma's Promise.

13. Verify graduation or enrollment for job verifications.

14. Maintain records for a period of 5 years for both current and withdrawn students. Manage the proper destruction of student records at the end of 5 years.

15. Fill out required reports for The Wave on the State Website. Once complete, submits these to the District.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the radio and telephone. Must be able to replenish supplies as needed.

TERMS OF EMPLOYMENT:	High School - 251 days per year
SALARY:	Category B - High School
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 8/9/1993
Revised 1998-99 Negotiated Contract
Revised 11/27/2000
Revised 10/13/2003
Revised 8/13/2018
Revised 2024-25 Negotiated Contract