

JEFFERSON COUNTY BOARD OF EDUCATION

Position Description

POSITION TITLE:	Registrar/Attendance Clerk
OFFICE/DIVISION:	Jefferson County Board of Education
WORK LOCATION:	Jefferson County High School
REPORTS TO (TITLE):	Principal
DATE PREPARED:	05/28/2026

FOR HR USE ONLY	
Salary Grade:	
Classification:	NON EXEMPT

POSITION SUMMARY

The primary duty of the High School Registrar & Attendance Clerk is to perform a variety of academic record-keeping and attendance monitoring tasks. She/he utilizes precise data entry and classification to accurately manage student transcripts, enrollment documentation, and daily attendance logs necessary to keep the school's legal and academic records complete.

Core Responsibilities

1. Registrar & Records Management

- **Student Enrollment:** Process all new student registrations, verify residency documents, and request official transcripts from previous schools.
- **Academic Transcripts:** Maintain, update, and secure permanent student records. Process official transcript requests for college applications and alumni.
- **Grade Reporting:** Coordinate the input of mid-term and final grades. Assist with the generation and distribution of report cards and diplomas.
- **Withdrawals:** Manage the "check-out" process for transferring students, ensuring all fees are paid and school property is returned.

2. Attendance Coordination

- **Daily Tracking:** Monitor and record daily student attendance, including tardies, early dismissals, and excused/unexcused absences.
- **Verification:** Reconcile teacher attendance logs and process parent notes, emails, or phone calls regarding student absences.
- **Truancy Prevention:** Identify patterns of chronic absenteeism and generate "Warning Letters" according to district policy.
- **Reporting:** Compile and submit weekly/monthly attendance reports to the District Office for state funding purposes.

3. Administrative Support

- Serve as a primary point of contact for the front office, greeting visitors and answering multi-line phones.
- Collaborate with School Counselors to ensure student schedules are accurate within the Student Information System (SIS).
- Assist with the coordination of graduation ceremonies and student awards programs.

Required Qualifications

- **Education:** High School Diploma or GED (Associate's degree preferred).
- **Experience:** Minimum of two years of clerical experience, preferably in an educational setting.
- **Technical Skills:** Proficiency in Microsoft Office Suite and experience with Student Information Systems (e.g., PowerSchool).
- **Attributes:** Exceptional attention to detail, ability to handle confidential information (FERPA compliance), and a calm demeanor in a high-traffic environment.

Knowledge, Skills, & Abilities

- **Communication:** Highly proficient in handling difficult or sensitive conversations with parents regarding truancy, attendance interventions, or enrollment denials.
- **Organization:** Expert ability to manage high volumes of paperwork and digital records during "peak seasons," such as the start of the school year and graduation.
- **Compliance:** Comprehensive understanding of state-specific education codes, district attendance policies, and federal privacy laws (FERPA).
- **Multi-tasking:** Proven ability to switch between complex data entry tasks and face-to-face customer service in a fast-paced environment seamlessly.

Physical Demands

- Primarily a desk-based role requiring extended periods of computer use.
- May require occasional lifting of record boxes (up to 20 lbs).
- High level of interaction with teenagers, parents, and faculty throughout the day.

Professionalism is expected at all times. The registrar/attendance clerk should maintain a neat appearance; work cooperatively with colleagues, students, parents and the community; demonstrate ethical behavior; participate in professional development; and demonstrate appropriate professional demeanor. She/he keeps the Principal fully informed of developments in his/her area of responsibility and performs other tasks and assumes responsibilities as may be assigned from time to time.