

TITLE: REGISTRAR – HIGH SCHOOL

SUMMARY OF JOB DESCRIPTION:

Maintain an adequate and efficient system for maintaining confidential records; coordinate and direct registration activities, including compilation and distribution of registration data. Maintain an accurate and up-to-date student database. Assist in keeping confidential records.

SUPERVISED BY: Principal/Counselor

ESSENTIAL JOB ELEMENTS:

1. Serve as receptionist for the counseling office of the school (e.g. phone calls, visitors, primary student contact).
2. Perform general secretarial duties (i.e., filing, typing, taking dictation, scheduling, office management, confirmation of appointments), as directed by the counselor.
3. Maintain accurate student records in the areas of attendance, academics, receiving, sending, recording, and filing of all permanent student file information (including, as necessary, during summer).
4. Maintain accurate records regarding the entry and/or withdrawal of students. Data entry and assistance with beginning and year-end enrollment reports.
5. Assist counselor in coordinating the administration of various standardized tests, i.e. ACT, SAT, etc.
6. Assist in pre-registration of students, development of master schedule, processing student schedules and class rosters and scheduling course changes.
7. Process report cards and student progress reports. Guide staff in grading procedures. Insure the accuracy of grade reports through the scan and audit process. Maintain and report to the media the trimester Honor Roll Students.
8. At the high school level, aid the counselor in maintaining information and files regarding colleges, financial aid, scholarships and career opportunities.
9. Maintain Power School student database. Attend applicable training classes and share information with staff. Train co-workers as necessary.
10. Oversee maintenance and operation of Guidance Office equipment.
11. Coordinate job duties for student assistants.
12. Manage student Teaching Assistants and coordinate parent student volunteers.

13. Maintain the Master Schedule database. Update and publish the course catalog.
14. Maintain college entrance materials and registration process.
15. Perform other duties assigned by the principal/assistant principal/counselor.

CONTACTS:

Students, parents, community, school staff, administrators, district support staff.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. 1 year previous secretarial experience.
3. Effective communication and interpersonal skills.
4. Successful experience working with young people and adults.
5. Working knowledge of computer: keyboarding, database, spreadsheet and word processing.
6. Documented completion of at least 2 specialized technical courses (or acquire within 6 months of hire).
7. Successful experience working with confidential information in an office setting.
8. Problem-solving capabilities and ability to work with minimal supervision and direction.
9. Valid community First Aid and CPR card (or acquire within 6 months of hire).
10. Ability to prioritize and effectively manage time.
11. Bilingual capability preferred.

WORKING CONDITIONS:

- Communicating
- Handling
- Hearing
- Interpersonal Skills
- Kneeling
- Near Acuity
- Reaching
- Sedentary
- Stooping
- Talking