

## POSITION DESCRIPTION

### POSITION TITLE: REGISTRAR – HIGH SCHOOL

I. ACCOUNTABILITY OBJECTIVES: Responsible for maintenance of student records, provides support services for scheduling process, operating on-line with mainframe computer; general office duties using high tech equipment.

II. POSITION CHARACTERISTICS:

Salary: On schedule  
Length of contract: 12 months

III. POSITION RELATIONSHIPS:

Reports to: Building administrator(s) or designee  
Coordinates with: Building staff, students  
Type of coordination: As directed by administrator or others with coordination responsibilities

IV. POSITION QUALIFICATIONS:

A. Desired training and experience: graduation from high school, with advanced office training and/or experience; recent responsible office work experience involving bookkeeping or record keeping; experience/training in word processing and/or computers.

B. Special requirements of the position:

1. Knowledge of record keeping required in maintaining accurate student records.
2. Ability to prepare accurate and complete records and reports.
3. Ability to operate a variety of modern office equipment that relates to complex clerical tasks.
4. Human relations skills that promote positive feelings with students, parents, staff and public.
5. Ability to maintain confidentiality.

V. POSITION RESPONSIBILITIES:

- A. Computer work relating to student records and scheduling. This may include preparing or compiling information for input, entering information on-line, generating specific lists, reports, schedules, etc., and maintenance of student records.
- B. Completes necessary forms for new students and for students

- withdrawing from school.
- C. Requests transcripts of new students and prepares transcripts for graduates as requested.
  - D. Maintains student accumulative folders, which may include applying grade report and test report labels, computing student class rank and grade point average, etc.
  - E. Provides support services to principal(s) and guidance department in preparation of master schedule. This may include organization and coordination activities, computer input, and generating schedules.
  - F. Completes Third Friday and quarterly attendance reports.
  - G. Maintains complete, accurate and current student census data.
  - H. Operates a variety of office machines.
  - I. Provides clerical assistance as required, which may include compiling/typing lists, taking/typing/distributing meeting minutes, typing programs, assisting with preparation of course description booklet, etc.
  - J. Performs other duties as assigned.