



CHRISTIAN BROTHERS HIGH SCHOOL

Job Description

Job Title: **Registrar**
Reports to: Assistant Principal
Employment Status: Full Time; 12-months per year
FLSA Status: Non-exempt

Summary of position: Under the direction of the Assistant Principal, performs technical, clerical and statistical record-keeping duties related to admission, enrollment and attendance, evaluation of transcripts, permanent records and reports, and a wide variety of difficult and complex clerical tasks.

Duties:

- Requests, maintains and transmits permanent student records, which includes transcripts and correspondence.
- Manage student records in PowerSchool, including demographic data, grades, GPAs and academic status.
- Records grades, competency and other test scores on permanent record cards.
- Enrolls, transfers and withdraws students.
- Requests transcripts of grades from other schools for new students transferring to Christian Brothers High School.
- Assists administration in the development and construction of the Master Schedule.
- Forward or electronically transmit transcripts to other schools and colleges as requested.
- Responds to inquiries from other schools or from employers regarding student grades, attendance, and other information contained in student permanent record files.
- Evaluates or assists in the evaluation of transcripts received from other schools to determine credit to be allowed and to determine comparability of course titles.
- Prepares list of students eligible for honor roll.
- Types letters, schedules, grades, transcripts, lists, reports, and other materials.
- Operates a variety of office equipment, including copiers, fax machines and folding machines.
- May assist with student placement and class schedules.
- May perform basic clerical duties for a school administrator.
- Performs other duties as required.

Qualifications

Knowledge of

- Modern office methods and practices, including standard record maintenance procedures and filing systems.
- Correct English usage, spelling, grammar and punctuation.
- Basic mathematical skills.
- State and school regulations, rules and policies as it pertains to student records.

Ability to

- Learn and apply school rules, regulations and policies.
- Perform responsible and difficult clerical and technical work with accuracy, speed and minimal of supervision.
- Prepare and maintain complex records and reports involving a large number of records and large volume of changes.
- Review, interpret and evaluate applications, transcripts, and other specialized documents.
- Understand and follow instructions on complex matters quickly and accurately.

- Establish and maintain effective working relationships with students, parents, teachers, and co-workers.
- Type at a speed of 50 net words per minute.

Experience

- Prior database experience;
- Two years of broad, varied and increasingly responsible clerical experience, preferably in a school or district office;
- The ideal candidate will be efficient, forward-thinking, adaptable and possess an aptitude for technology.

Education

- Equivalent to completion of the twelfth grade.
- Some college; Bachelor's degree preferred.