Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: High School Registrar

F.L.S.A.   Non-Exempt

REPORTS TO: Principal

TERMS OF EMPLOYMENT: Twelve months with benefits as specified
                                               in the Support Staff Agreement

QUALIFICATIONS:

1. Additional preparation and/or college work related to educational office training preferred.
2. Knowledge of any Student Information System is a plus.
3. Strong computer skills and proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
4. Operates personal computer and other office equipment with a high degree of skill.
5. Possession of the knowledge, skills, abilities and physical attributes necessary to perform the essential job functions and general performance responsibilities.
6. Ability to lift 30 lbs. to shoulder height occasionally.

ESSENTIAL JOB FUNCTIONS:

1. Create transfer courses, contact school to validate any questions or request additional information, load transfer courses.
2. Process all new student information, type cumulative folders, request records, provide appropriate health information to nurse, provide appropriate discipline information to discipline office, and enter data in computer.
3. Update cumulative folders with current grade cards, testing and grade labels, and attendance reports.
4. Process all withdraw/transfer student information and forward to new school.
5. Keep all student information updated in the computer (guardian, address, emergency contacts, telephone numbers, FERPA information, graduation dates, etc.)

6. Prepare quarterly student grade lists and distribute to appropriate personnel.
7. Prepare, verify accuracy, and send out transcripts as requested, and collect monies for payment of those transcripts.
8. Verify residency, mail residency letters or request additional information.
9. Assist with all registrar duties involving summer school.

OTHER JOB RESPONSIBILITIES:

1. Prepare quarterly student progress reports and grade cards.
2. Produce, verify and distribute various other reports as requested – dropouts, transfers in and out, grades for various subgroups of students (curriculum and ethnic related), end of the year reports for core data, etc.
3. Verify graduation dates of past graduates for employment agencies.
4. Organize storage of cumulative files as well as the storage of reports and other documentation of records.
5. Adhere to all district rules, regulations and policies.