

High School Registrar Job Description

Purpose: The High School Registrar provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the High School Registrar works closely with the staff and administration of Derby Public Schools.

Responsible to: Principal

Salary: Building Clerical Hourly Rate Schedule, Level 4

Classification of Employment: Non-Exempt

Date: July 2019

Qualifications:

1. Three years of experience as a secretary is preferred.
2. Demonstrated typing and filing skills.
3. Experience in using various computers and computer programs.
4. Desire to continue career improvement.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Assume all secretarial/clerical responsibilities associated with registrar, students' records, and computer operations.
- b. Ensure that all activities conform to district guidelines.
- c. Communicate effectively with all members of the school district and community.
- d. React to change productively and handle other tasks as assigned.
- e. Appropriately operate all equipment as required.
- f. Support the value of an education.
- g. Support the philosophy and mission of Derby Public Schools.
- h. Comply with all district policies, rules and regulations.

2. Physical Requirements/Environmental Conditions:

- a. Requires the ability to sit or stand for prolonged periods.
- b. Requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- c. Requires the ability to stoop, bend, and reach.
- d. Must be able to work in noisy and crowded environments.
- e. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Work at computer during enrollment.

2. Input new student information, create schedules, make schedule changes, and print schedules.
3. Request records from previous school for all new students.
4. Input transcript information to transcript file showing courses, grades, and credits.
5. Calculate GPA and update GPA information on computer.
6. Send letters to parents regarding retentions and demotions.
7. Coordinate all information for curriculum guide from department heads, make all changes, and prepare copy for printing.
8. Update parent information in computer.
9. Complete insurance forms for Good Student Discount when requested.
10. Process student transcripts when requested.
11. Enroll new students throughout the school year. Check computer information, make cumulative folder, input transcript, and request records.
12. Notify teachers of transfer grades.
13. Pull cumulative file, health card, and process transcript with withdrawal grades and send to BOE with request from new school when students withdraw.
14. Distribute grade-input sheets to teachers.
15. Enter all 9-week and semester grades in computer check error report and make necessary corrections.
16. Follow-up on all incomplete grades and enter in computer after report cards distributed.
17. Coordinate grade card distribution.
18. Send copies of report cards to parents, if requested.
19. Prepare Honor Roll list for newspaper and send to ESC.
20. Input Summer School courses, grades, and mails grades to schools of out-of-district students.
21. Add night school courses to student schedule, input grades, and mail copy to parents and students that have dropped.
22. Analyze incoming senior transcript checking specifically graduation credit.
23. Maintain on-going evaluation of all senior grades, courses, and graduation requirements.
24. Type white cards for seniors who failed courses needed to graduate.
25. Prepare list of mid-term graduates, inform teachers, and check credits/first semester grades.
26. Order diplomas, prepare senior list of names, and consult each senior personally for correct spelling of name. Check diploma order form for accuracy of spelling and check list so that everyone receives a diploma.
27. Prepare and collect student checkout cards, and senior checkout forms for mid-term graduates.
28. Evaluate Foreign Exchange Students for grade placement.
29. Assist with graduation and distribution of diplomas.
30. Post GPA, graduation date, final class rank, and principal's signature on transcripts.
31. Finalize graduate records and send to BOE.
32. Assist in distribution of student transcripts for college applications.
33. Keep abreast of new information, innovative ideas and techniques.
34. Adhere to all district health and safety policies.
35. Other duties as assigned by the principal, which are consistent with the general requirements and qualifications of the position.