



## Job Profile

Job Title:	Registrar
Reports to:	Assistant Principal
Date:	11/2/2018

### General Summary

*What is the primary purpose of this position?*

The Registrar at St. Francis Catholic High School is a full-time, non-exempt position responsible for maintaining all student information and permanent records, including, but not limited to, academic records, transcripts, enrollments, transfers, withdrawals, and immunization records. This position works in collaboration with Guidance, Enrollment, and Resource to assist with student record compilation and reporting.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

***All areas of responsibility must be operated consistent with the Catholic mission of the school.***

#### New Enrollment

- Obtains, records, and maintains student cumulative files for all incoming students, including health, immunization, and I-20 records.

#### Transfers

- Coordinates student withdrawal process, preparing cumulative files, grades to date, and health records to be sent upon request of the school.

#### Permanent Records

- Maintains permanent student records.
- Assures accurate and timely grade reporting and publishes to S.I.S. (Student Information System).
- Creates archived permanent records of graduated and withdrawn students at end of each school year.
- Creates and maintains transcripts for all students each semester.
- Processes all transcript requests (official/unofficial) as required, including senior college and NCAA eligibility transcripts.
- Purges unnecessary information as per Diocesan retention guidelines.
- Maintains student files for students with Resource accommodations.
- Processes national testing applications to support students with accommodations.
- Maintains immunization records in accordance with legal and diocesan requirements.

#### Office Support

- Preps and coordinates diploma pick up.
- Assists with administrative duties in the Admissions, Guidance, and Resource Departments as needed.



## Job Profile

### Miscellaneous

- Performs additional duties as needed/assigned.
- Operates all functions under focus of maintaining confidentiality of sensitive and privileged information.

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

#### Education:

High school graduate or equivalent is required, Bachelor's Degree is preferred.

#### Job experience:

- Three to five years' experience directly related to the duties and responsibilities specified.
- Database experience or experience working with student information systems; PowerSchool experience preferred.

#### Technical/Functional skills:

- Ability to maintain complex records and prepare reports from various sources, including databases, SIS, Excel, and other documents.
- Excellent organizational skills including ability to multi-task and maintain composure in busy situations and under heavy workload.
- Strong problem-solving skills. Ability to set priorities, identify problems and implement creative solutions.
- Strong ability to maintain confidential, sensitive, and privileged information.
- Ability to work quickly and accurately with frequent interruptions. Ability to deliver information and services in a timely manner.
- Ability to work independently and show initiative.
- Strong interpersonal skills; ability to establish rapport and work with students, parents, faculty, and staff.
- Ability to confidently and effectively communicate both orally and in writing.
- Strong technology and general office skills; proactive in learning new technologies.