



Job Profile

Job Title:	Registrar
Reports to:	Assistant Principal
Date:	10/1/24

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt X
Full-time <input type="checkbox"/>	Part-time X 80% position

General Summary

What is the primary purpose of this position?

The Registrar at St. Francis Catholic High School is 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 Counseling, Admissions, and Learning Support to assist with student record compilation and reporting. This is a part-time, 80%, hourly position.

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.
- Maintains student files for students with resource accommodations.
- 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- Creates archived permanent records of graduated and withdrawn students at end of each school year.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.
- Purges unnecessary information as per Diocesan retention guidelines.
- Maintains immunization records in accordance with legal and diocesan requirements.

Master Schedule Support

- Manages course recommendations.



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- Assists Assistant Principal with balancing class sizes when creating the master schedule.
- Supports counseling with schedule changes.
- Works with administration to set dates for when teachers should submit grades and when grades will be published for students and their families.

Office Support

- Preps and coordinates diploma pick up.
- Assists with administrative duties in the Counseling, Admissions, and Learning Support Departments as needed.

Miscellaneous

- Commitment to fostering and supporting culturally competent and inclusive learning environments.
- 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 and Schoology 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.



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- 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.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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