

POSITION DESCRIPTION

High School Registrar

SECTION I: GENERAL INFORMATION

Position Title: High School Registrar	Department: Teaching, Learning and Equity
Immediate Supervisor's Position Title: High School Principal	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: Operating under minimal supervision, the High School Registrar serves as the confidential secretary to the counseling department, providing comprehensive administrative support to school counselors and site administration. This pivotal role involves meticulous management of highly sensitive student records and data, including processing complex enrollment and post-secondary application requirements. The Registrar acts as a primary liaison for students, families, and external entities, ensuring strict confidentiality, accuracy, and a welcoming environment while performing diverse clerical and data processing duties vital to the department's efficient operation.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Serve as confidential clerical to the counseling department, managing schedules, appointments, and the counseling calendar, while processing sensitive student, staff, and school district information with strict data privacy.
2.	Act as the primary receptionist for the guidance office, greeting visitors, answering telephones, making appointments for students, and serving as an information liaison for students, parents, and other officials.
3.	Manage and process student transcripts, including mid-year and end-of-year transcripts to colleges, processing requests from past and current students, providing education verification, and collecting/securing associated fees.
4.	Assist students with college and scholarship applications, entering high school data and teacher recommendations.
5.	Perform comprehensive student data entry and maintenance, including test scores, 504 plans, special services entries, foreign exchange student information, and student schedule changes.
6.	Administer program-specific coordination, including managing PSEO (sending information/transcripts, inputting transcripts, verifying dates with schools) and CITS (rosters, sending/reviewing).
7.	Administers student grading and report card processes, verifying entries, and managing grade changes/incompletes.
8.	Compile and disseminate reports and data, including the annual school profile update, the college summary report, and other post-high school institutional information.
9.	Coordinate and assist with various guidance office events, such as Honors Night (program creation, scholarship certificates, invitations, picture book preparation), Graduation (diploma ordering), Scholarship Night, Future Planning Night, 9th Grade Information Night, ACT/AP testing, and return-to-school events.
10.	Provide regular communication and correspondence with counseling staff, students, and parents.

11.	Maintain office security, which includes locking/unlocking doors, filing cabinets, and securing checks, cash, and personal data.
12.	Assist in proofing and maintaining the counseling website.
13.	Perform general clerical duties, including word processing and correspondence for staff, copying, filing, emailing, sending faxes, and using the Internet as necessary.
14.	Send 504 Plans to parents and copies of the plan to applicable teachers at the beginning of each term.
15.	Performs other duties as assigned or apparent to support the dynamic needs of the counseling office.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:

X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum two (2) years of administrative or office clerical experience , preferably in a high-volume environment. OR a combination of education and experience totaling (3) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:

- Experience in a school office, guidance office, or registrar position.
- Familiarity with state reporting requirements for student data (e.g., MDE).
- Training in mental health first aid or crisis intervention.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:

None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

Knowledge

- Comprehensive knowledge of student record management principles, confidentiality laws, and educational data privacy.
- In-depth understanding of high school counseling office operations and student support services.
- Familiarity with college application processes, transcript requirements, and scholarship programs.
- Understanding of mental health support needs in a school environment and appropriate crisis response protocols.

Skills

- Exceptional organizational and record-keeping skills for accurate student data.
- Strong verbal and written communication skills for professional and empathetic interactions.
- Advanced data entry and systems management skills with high accuracy.
- Excellent problem-solving and independent judgment for complex issues.
- Effective interpersonal skills to create a welcoming and safe environment.

Abilities

- Work independently with minimal supervision, demonstrating initiative and adaptability.
- Maintain strict confidentiality and personal sensitivity in all duties.
- Respond effectively to student crisis situations, following trained protocols.

- Analyze student records to identify critical information and potential concerns.
- Manage multiple, high-priority tasks simultaneously in a fast-paced setting.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by TS 5/2025

Board Approval:

Reviewed/updated:

Reviewed/updated: