JOB DESCRIPTION

NAME:	
TITLE:	Registrar
REPORTS TO:	Assistant Principal for Student Services
DATE:	September, 2019

Check applicable interactive boxes below:

☐ Exempt   ☒ Non Exempt   ☒ Full-Time   ☐ Part-Time (# hours:)

PART I. Position Summary & Essential Functions

Position Summary:

This position is responsible for the maintenance of student records. The person in the position manages our Powerschool database, builds and manages the master schedule in collaboration with the AP for Academics, maintains transcript and enrollment data, assists with schedule and grade changes, and supports the coordination of all testing including AP and PSAT exams. This position also supports various school events including, but not limited to, Curriculum Night, Freshmen Registration, and Parent/Teacher Conferences. The position also performs a variety of other administrative tasks including student transcripts, certain communications related to enrollment and registration, and other duties as assigned.

Essential Functions/Responsibilities:

1. **Manages student and faculty information in the School Information System (currently Powerschool):**
   a. Ensures student and family information is accurate and complete, and student course information, course schedules, co-curricular participation, and other such information is accurately maintained in the School Information System.
   b. Processes class transfers within school guidelines and advises staff and faculty as appropriate.
   c. Checks and finalizes student schedules after master scheduling is complete.
   d. Prepares Powerschool for enrollment and scheduling processes.
   e. Manages Powerschool processes and reports that include start and end of year and semester changes.
   f. Prepares and distributes report cards.
   g. Updates Powerschool calendar to agree with the master school calendar.
   h. Gathers faculty and staff information as appropriate and updates Powerschool with accurate information.
   i. Manages access to Powerschool which includes assigning usernames and passwords to new parents.
   j. Enters new student data and all test scores into Naviance.
   k. Creates reports as needed from Powerschool.

2. **Manages student and faculty information in Magnus Health software application:**
   a. Works with Assistant Principal and Athletic Director to ensure necessary health related information is being collected from families in a timely and efficient manner for school enrollment and participation in athletics.
   b. Supports uses of Magnus throughout the year to collect additional information from families to support all school activities.

3. **Supports school activities across a variety of areas:**
   a. Supports the enrollment and registration process as needed in partnership with the respective school departments.
   b. Assists with publication of course catalog, graduation program and other publications related to course and student information.
   c. Assists with reporting to the Archdiocese and state of Washington as it relates to student records.
   d. Maintains student transcripts and sends as requested.
   e. Ensures emergency backpacks have updated class rosters at all times.
   f. Assign students to Houses and Mentor Groups with direction from House Director.
   g. Prepares awards for academic honors.
   h. Prepares and mails certain family communications at direction of Administrative team.
   i. Acts as back-up for the Administrative Assistant and certain functions within the Main Office.
   j. Completes other duties as needed throughout the school year.

PART II. Minimum Qualifications – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

Minimum Education Required - Check one box:
☐ HS Diploma   ☒ Associate Degree   ☐ BA/BS   ☐ Masters   ☐ PhD/MD

List preferred related field for degree:.

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.
3-5 years experience in a similar position

List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):

Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):
Strong written and verbal communication; ability to maintain confidentiality; ability to work with a diverse population

Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes**):**
Computer skills, knowledge and ability to use Office 365, adept at learning a variety of software applications, proficient at working with database systems

PART III. Physical Demands/Work Environment - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally *(up to 25%)*	Frequently *(26-75%)*	Constantly *(76% or more)*
Walking		x		
Bending		x		
Standing		x		
Stooping		x		
Sitting				x
Climbing	x			
Driving		x		
Traveling	x			
Extended hours and/or nights and weekends as needed		x		
Lifting up to 50 lbs. with or without assistance		x		
Lifting over 50 lbs. with assistance	x			
Stretching/reaching			x	
Distinguish smell/temperature	x			
Hearing				x
Seeing				x
Speaking and communicating effectively with all people including some with diverse backgrounds				x
Operating computer and standard office equipment				x
Hand/finger dexterity				x
Motor skills and hand-eye coordination				x
Exposure to hazardous materials	x			
Exposure to outside activities that could include extreme temperatures or inclement weather	x			
Other:				

The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.

Approvals:

_____   _____
Employee   Date

_____   _____
Supervisor   Date