

Title: High School Registrar

Qualifications:

1. 3-5 years related experience.
2. Excellent computer skills including, but not limited to, word processing and spreadsheet skills.
3. Excellent interpersonal skills.
4. High organizational ability.
5. Able to work independently with minimum supervision.
6. Ability to multi-task and prioritize.

Reports To: Building Principal. Day-to-day supervision and assignment of duties by High School Guidance Academic Coordinator

Job Goal: Accurate and timely maintenance of student records

Essential Functions:

1. Establish and maintain effective communication with students, staff, parents, community members and others.
2. Participate in professional development activities in order to maintain and increase the knowledge required to perform the job successfully.
3. Inform teachers of computerized grading procedures and deadlines.
4. Provide information to non-custodial parents upon request, unless prohibited by court order.
5. Maintain student transcripts. Enter grades from Adult Ed., summer school and correspondence courses as they are received.
6. Type school profile.
7. Calculate student G.P.A.s for juniors and seniors each semester, and on other occasions as needed.
8. Assist Administration with the preparation of the Program of Studies.
9. Prepare and send all requested records to the appropriate schools for transfer students.
10. Assist with start of school preparations: data entry of study hall assignments, distribution of class lists, printing of student and teacher schedules, data entry of emergency sheet info, etc.
11. Prepare and maintain enrollment data for district reports.
12. Assist with course registration process as needed (data entry of course requests, etc.).
13. Maintain historical database of student information.
14. Update emergency, address and enrollment info in computer as needed.
15. New students:
 - Contact sending schools to get cumulative files/ transcripts/ health records
 - Add biographical data to the computer
 - Enter transcript info into computer when received from sending school
 - Distribute current year grades to teachers
16. Prepare and distribute progress notices and report cards quarterly.
 - Write class lists to teacher grading files.
 - Upload grades from teacher files.
 - Distribute grade verification forms to teachers.
 - Enter grade changes.
 - Enter grades from MCST and Alternative Program.
 - Print and distribute report cards.
17. Prepare honor roll.
18. Perform such other tasks and assume such other responsibilities as the guidance counselors and administrators may assign.

Legal and Ethical Duties:

Uphold school policies and procedures as outlined by the RSU #40 School Board and the MVHS Administration.
Maintain high standards of professionalism and confidentiality.
Maintain accurate and up-to-date records, adhering to the Family Educational Rights and Privacy Act with student records.
Arrives and departs punctually, notifying appropriate personnel about absences and coverage.

Salary and Benefits:

Salary and benefits will be determined by the current Collective Bargaining Agreement between the RSU #40 Board of Directors and the Medomak Valley Education Association.

Evaluation:

Administration, with input from the High School Guidance Academic Coordinator, will evaluate performance in accordance with policy.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.