

# **Jesuit High School Registrar**

v. 6.11.21

## **POSITION SUMMARY:**

The Registrar works closely with JH administrative staff to promote a healthy and effective school culture aligned with the school's Mission Statement and values. The Registrar is the custodian of student information and records, including those records maintained in the school's databases and other networks.

## **RESPONSIBILITIES:**

- Oversees and manages the collection, maintenance, archiving, and release of student records, information, documents, forms, and releases;
- Serves as Office Manager, ensuring the school office runs in an efficient and friendly manner;
- Orders/sets-up food and beverage for various office meetings/events;
- Maintains substitute teacher list and schedules subs as needed, providing subs rosters, keys, lesson plans, seating charts, etc.
  - Inputs payroll for subs and faculty into ADP in a timely manner;
- Distributes and collects keys for faculty/staff;
- Maintains school calendar and updates JHS website calendar as needed;
- Updates and coordinates printing and distribution of the Jesuit planner/handbook;
- Updates and coordinates the student/family directory;
- Builds form in PowerSchool for annual family registration, tracking and approving each submission into PowerSchool;
- Posts new job vacancies; collects application materials; runs background checks, schedules interviews, etc.
- Coordinates new hire paperwork in coordination with CFO's office staff;
- Provides support to Admissions Assistant as needed during busy seasons;
- Processes invoices for payment;
- Supports administrative departments in ensuring accuracy of records, information, documents, and forms;
- Ensures compliance with applicable state and federal laws regarding privacy of student information, and legal and regulatory requirements regarding collection, storage, and communication of student educational records and information;
- Manages annual collection and recording of student health forms; immunization records; emergency contact information; authorizations and releases; and date of birth verification; responsible for annual reporting of immunization information;
- Maintains up-to-date and accurate academic and biographical records for students and families; collects new student records and ensures timely transfer of student records;
- Processes transcript releases and maintain current and accurate transcript records;
- Manages and oversees PowerSchool database, assisting with and training faculty and staff on grade reporting, communications, reports, and other database features;
- Assists Vice Principals with student registration and class enrollment, scheduling of classes, classroom and other academic year-end responsibilities;
- Prepares graduation awards, certificates, tickets, programs, diplomas, etc. and other duties as assigned;
- Manages production and distribution of class rosters, school and student schedules, and report cards;
- Assists in coordinating Parent-Teacher Conferences, Back-to-School Night and other events as needed;
- Submits teacher license renewal (PEER Forms) to Archdiocese of Portland for submission to TSPC;
- Maintains database system for re-enrollment of current students;
- Serves as a member of the school office team, managing and supporting colleagues where needed;
- Supports the Principal and Vice Principals as directed and in service of the school's leadership and administrative teams;
- Complies with and helps to maintain school policies, regulations, and expectations as set forth in the school's handbooks and policy manuals;
- Maintains professional, collaborative, and collegial relationships with faculty, staff, students and parents.

**QUALIFICATIONS:**

- Equivalent knowledge and experience appropriate for a school Registrar position;
- Educational professional experience with strong knowledge of standardized practices, education databases and systems, and student information collection and management;
- Aware of current state and federal laws regarding privacy of student information, and other regulatory requirements regarding collection, storage, and communication of student educational information;
- Has demonstrated commitment to professional, ethical, and legal responsibilities of a school Registrar;
- Demonstrated passion for and success working with adolescent students and their families;
- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work as a team with administrators, faculty, staff, parents, and students;
- Strong organizational and interpersonal skills;
- Possesses a growth mindset about best practices and works toward professional goals and development;
- Detail-oriented and able to work independently on numerous projects and to meet deadlines;
- Proficiency in a PC environment, and Excel, Word, Zoom, Google Drive, Google Docs and apps, word processing, database.

**WORKING CONDITIONS:**

The Registrar is a 12-month administrative position. Administrative staff members are expected to be on-campus and actively involved in the school community during school hours throughout the academic year consistent with their FTE. There are some required commitments outside of regular school hours as needed, including occasional evening and weekend commitments (*eg*, Open House, Placement Exams).

**PHYSICAL DEMANDS:**

Consistent with light physical duties required of administrative office staff generally, including the lifting and transport of materials weighing up to 30 pounds.