

**TITLE:** Registrar

**QUALIFICATIONS:**

1. High school diploma or equivalent. Further technical office training is preferred.
2. Working knowledge of the data management system utilized by the school and district.
3. High proficiency in keyboard and computer utilization in data and word processing.
4. Working knowledge of basic office procedures and the operation of common office equipment and machines. Experience with Microsoft Word and Excel.
5. Strong organizational and communication skills.
6. Ability to handle multiple tasks and work with administrators, support staff personnel and teachers.
7. Able to lift 50 pounds.
8. Demonstrated aptitude for the work performed.

**JOB SUMMARY:** Assume responsibility for student records and student data management. Assist with administrative technological networking and support for CLHS. Supply data from our student database for administration, counselors and teachers. Maintain master schedule. Deal effectively with students and parents, and present a positive and professional image.

**REPORTS TO:** Counselors and Principals

**Performance Responsibilities:**

1. Manage and maintain student database. Maintain confidentiality as per mandated data privacy laws.
2. Responsible for requesting and sending student records in accordance with federal and state statutes.
3. Compile new students' test scores, grades, State Id numbers and convert into the Chisago Lakes student database.
4. Maintain PSEO schedules and grades to ensure graduation requirements are met.
5. Accountable for eight grading periods - opening the grading window for teachers and assisting them with the grade book system. Enter alternative education and summer grades, calculate GPA's (grade point average), class rank and honor roll.
6. Coordinate grade reporting, emailing the staff, opening grading window, verifying grade posting.
7. Generate transcripts; assist students in the college application process.
8. Work with Parchment to maintain accurate data for electronic transcripts.
9. Assist counselors with student scheduling needs, assigning study halls & advisors, and other student services as needed.
10. Set up and maintain graduation requirements for credit checks, pre-requisites and co-requisites.
11. Assist with the master schedule development and trouble shooting.
12. Maintain student database (currently TIES) for accurate state reporting (MCCC).
13. Compile and distribute registration materials for all grades.
14. Supervise student office runners.
15. Maintain records through filing, retrieval, retention, storage, compilation, coding, updating and purging.
16. Acts as a backup for answering the phones.
17. Maintain confidentiality as per mandated data privacy laws.
18. Other duties as assigned.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.