Registrar Job Description

Name: ____________________________________

School Name: ________________________________________ City: __________________, TX

**Job summary:** The Registrar fulfills the mission of the Catholic school by registering and organizing student and family files and reports for the school. The Registrar has decision making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the Executive Director of Marketing, Communications and Admissions.

**Essential job functions:**
- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Provides student data entry and record maintenance for the Administration and College Counselor
- Maintains accurate academic records, runs reports, and prints transcripts, according to school policy
- Assists the administration with starting and ending of the school year
- Coordinate and administer AP exams
- Maintain graduation task list and act as liaison between NCHS and graduation supply company for medals and diplomas
- Initiates the new student cumulative record during the enrollment process
- Serves as the Registrar for the school by requesting/providing requested copies of approved student record contents
- Maintains current and accurate records according to school policy
- Maintain and process graduates’ final transcripts
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

**Important job functions:**
- Collaborates with peers to enhance the work environment and support instructional planning
- Supports office staff and their work as needed
- Prepares statistical reports as needed
- Maintains the schools archiving system for student records
- Maintains photography permissions and shares with school personnel and Development Office

**Minimum qualifications:**

**Education/Certification:**
- Bachelor’s degree preferred

**Experience:**
- None required
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Knowledge, abilities, and skills:
- Knowledge of the basic teachings of the Catholic Church
- Able to serve as a professional ambassador and representative of the school
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

Working Conditions:
- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work in standard office and school conditions

Mental/Physical Demands:
- Required to lift or carry equipment and supplies to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading

FLSA classification: ____ Exempt  ____ Non-exempt (hourly)

School classification: ____ Full-time  ____ Part-time
- ____ Temporary  ____ Other/seasonal

Employee Certification
All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a predetermed time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature_________________________________________ Date _____________
Supervisor Signature_________________________________________ Date _____________