

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

REGISTRAR

POSITION: Registrar

REPORTS TO: Site Administrator

LOCATION: Various Sites

**NATURE OF WORK:**

This is a highly skilled secretarial position. The employee performs secretarial work of considerable difficulty, typically works independently, and assumes a major segment of the office work. The work is performed under the general supervision of the site administrator or administrator's designee.

**ESSENTIAL FUNCTIONS:**

- Maintains guidance department records and protects the confidentiality of these records;
- Assists the guidance counselor with the registration and orientation of new students;
- Assists in making members of the community aware of the availability and the role of counseling services;
- Enters and revises computerized student data (this includes grades, personal data, schedules, and attendance, etc.);
- Assists school staff in the analysis of student data in support of school programs;
- Reviews and edits reports and makes data corrections in the computer as required;
- Establishes and maintains a comprehensive records system for students, including withdrawals, and graduates; prepares folders and forms, enters subjects, grades, credits, test information, unity summary and summary of attendance;
- Checks records of incoming students, ensures proper grade placement; carries out information; assists in reviewing transcripts of students out-of-state and out-of-county;
- Assists in checking records to assure that students are meeting specific requirements of graduation and refers cases as necessary to counselors; records program changes;
- Organizes and maintains cumulative folders of incoming students, in-school students' withdrawals, and graduates;
- Prepares transcripts for college, employment, and other requests, and keeps records thereof;
- Assists in preparing diploma lists and in checking diplomas for accuracy; reviews graduates' records for accuracy prior to microfilming;
- Computes statistical reports associated with surveys and research; computes grade point averages; and
- Performs related work as required or assigned by the building principal or designee.

**DUTIES AND RESPONSIBILITIES:**

- Conducts orientation tours for new students;
- Becomes familiar with the counseling services available to students and with the role and functions of the guidance counselor;
- Assists the guidance counselor with the testing program; and
- Participates in the master scheduling process at the principal's request.

**QUALIFICATIONS:**

Graduation from high school (or GED); further secretarial training is desirable; and three years of secretarial or general office experience; ability to type (applicants must establish proficiency prior to being interviewed); proficient in performing data analysis; skilled in records maintenance or any

combination of experience and training that would provide the following knowledge, abilities, and skills:

- Thorough working knowledge of office technology, including office equipment and software;
- Considerable knowledge of school system reports, procedures, and processes;
- Ability to maintain integrity and confidentiality;
- Considerable knowledge of effective office practices and procedures;
- Working knowledge of bookkeeping procedures;
- Ability to make decisions in accordance with regulations and established policies;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work independently without supervision and ability to supervise others when required; and
- Ability to project a positive image to the public.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 13.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP