

Job Description

Fayetteville City School System

REGISTRAR – HIGH SCHOOL

Purpose Statement

The job of Registrar – High School was established for the purpose/s of performing specialized and responsible clerical and technical tasks related to the maintenance of student records and files; as well as related duties as required in the activities of the Guidance Department and maintaining an automated student information system.

This job reports to the School Principal.

Essential Functions

- Compiles data for the purpose of maintaining student records and preparing reports as required in the activities of the Guidance Department.
- Coordinates assigned projects and/or program components for the purpose of completing activities and/or delivering services in compliance with established guidelines.
- Maintains a variety of manual and electronic document files and reports for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Attends meetings and professional development opportunities for the purpose of acquiring and/or conveying information relative to job functions.
- Processes a variety of documents and materials for the purpose of disseminating information in compliance with established administrative guidelines.
- Responds to a wide variety of program-specific and general inquiries from a variety of internal and external parties for the purpose of providing information and facilitating communication among parties.
- Supports assigned Supervisor and department staff for the purpose of providing assistance with administrative functions.
- Communicates with diverse groups, maintains student record confidentiality and works with detailed information/data.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform functions of the job include: organization, operating standard office equipment including utilizing pertinent software applications and preparing and maintaining accurate records.

Knowledge is required to perform basic math, including calculations using fractions and percents and/or ratios, write documents following prescribed formats, and/or present information to others and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation and office application software.

Ability is required to gather, collate and/or classify data and use basic job-related equipment. Flexibility is required to work with others in a wide variety of circumstances and work with data utilizing defined and similar processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data and utilize specific, job related equipment.

Responsibility

Responsibilities include working under limited supervision following standardized practices and/or methods. There is continued opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's function require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling crouching; and fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required

Education: High School Diploma or equivalent.

Clearances: Criminal Justice Fingerprint/Background Clearance