



REGISTRAR  
JOB DESCRIPTION

JOB TITLE: OJSHS Registrar  
DATE: August 23, 2022  
REPORTS TO: High School Principal  
CONTRACT: 214 Days

QUALIFICATIONS/EDUCATIONAL REQUIREMENTS:

High School Diploma/GED with relevant work experience

Qualifications:

- Must maintain confidentiality in all matters
- Technology demands
  - Proficient with cloud based software solutions (such as GoogleSuite, MS Office, etc.)
  - Experience with PowerSchool preferred
  - Ability to learn digital tools and programs as needed for the position

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must demonstrate a positive attitude toward work assignments
- Must maintain positive and respectful relationships with other employees and the general public
- Must demonstrate a record of effectiveness in their work
- Must have excellent planning and organization skills
- Must have the ability to work collaboratively with others
- Must model a desire and willingness to continually learn
- Must be able to perform several tasks concurrently under varying deadlines
- Must be able to communicate clearly and concisely, both orally and in writing including clear, polite telephone communication skills
- Must be able to work efficiently under minimum supervision

The responsibility of the Registrar is to evaluate and maintain accuracy of permanent student records as required by Illinois State Board of Education. The Registrar will supervise and be responsible for all aspects of student records management including collecting, recording, maintaining, and reporting within ISBE guidelines (grades, scheduling, registration data, transcripts, enrollment verification, and other associated school functions). This person will:

*Mission: Educate students to be lifelong learners who are productive, responsible citizens.*



**OREGON**  
**CUSD220**

Academics | Activities | Service | Leadership

#### STUDENT INFORMATION SYSTEM ADMINISTRATION:

- Generate a variety of SIS reports to manage scheduling, grading & reporting, transcripts and credit accrual
- Serve as tier 1 support for teachers and students accessing the Student Information System gradebook and student portal, respectively
- Contribute to annual overall school schedule development efforts
- Manage walk-in scheduling for individuals not scheduled in initial overall school scheduling efforts; transfer students between classes within designated timeframes and processes
- Execute reports on students who are missing required courses or have open periods
- Support Parents in accessing the Parent Portal
- Provide overview training for teachers and administrator that miss preservice training
- Lead school efforts to record quarterly and final grades, store and print report cards, and facilitate distribution

#### DATA ENTRY & MANAGEMENT:

- Maintain the accuracy of the permanent records of all students and safeguard these records.
- Assist in evaluating transcripts of all transfer students and reports such information to counselors and current educators. Enter transcripts into database system
- Process requests for student information, transfers, and transcripts
- Perform work assigned related to counseling office as well as updates counselor files and test scores in student permanent record
- Confirm student record information for education verification
- Process student withdrawals, collect and enter all student information, and forward student records to other institution and to individuals in compliance with state and federal regulations governing the privacy and use of student records
- Ensure that student records are maintained and used in compliance with the Federal Educational Records Privacy Act and the Illinois School Records Act
- Update grades and transcripts after summer learning and credit recovery opportunities

#### ENROLLMENT:

- Partner with Enrollment team to ensure incoming students' records are complete and accurate
- Maintain records of enrollment in the Student Information System on a daily basis
- Collect, organize and send outgoing student records to requesting schools
- Support office in maintaining consistency in CPS system of record, Aspen

#### PROFESSIONAL LEARNING & COLLABORATION:

- Attend all required trainings, collaborations, and professional learning opportunities
- Remain current on industry trends, Student Information System updates and features, and other core tools
- Meet regularly with supervisor & office teams to check in on the status of multiple workflows, as well as with the school counselors and SIS Manager as necessary to complete essential records and SIS tasks.

*Mission: Educate students to be lifelong learners who are productive, responsible citizens.*



**OREGON**  
**CUSD220**

Academics | Activities | Service | Leadership

- Maintain effective communication with school team, counseling department, and network team
- Completes other duties as assigned

\*\*\*the statements in this job description are intended to describe the general nature and level of work to be performed by person(s) in this position. They are not an exhaustive list of all duties and responsibilities as related to this position. This job description will be reviewed periodically as responsibilities may change due to business necessity and/or school board policy changes. Job duties are subject to change.



*Mission: Educate students to be lifelong learners who are productive, responsible citizens.*