



Little Rock School District

JOB DESCRIPTION

Position Title: Registrar (11.5 Month)

Prepared Date: 06/27/2022

JOB GOAL:

Responsible for executing all technical procedures required to establish and maintain all data pertaining to scheduling, grading, and the academic progress and matriculation of every student in the school. Compile master schedule (e.g. course selections, sections, and teachers) for the purpose of ensuring the availability of courses that meet the district's requirements.

TERMS OF EMPLOYMENT:

Eleven and on-half (11.5) month (230 days) contracts, Pay 802 Grade 06, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Non-Exempt

QUALIFICATIONS:

1. Associate degree or 60 college hours preferred. Minimum of high school diploma required.
2. Skills are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Satisfactory completion of district student database training (eSchoolPlus) required after hire.
3. Proper English usage, grammar, spelling, and vocabulary. Positive public relations skills, dependable and flexible in performing duties. Satisfactory computer skills utilizing Microsoft Office products.
4. Knowledge of federal and state laws pertaining to record-keeping procedures; experience with school academic records and procedures preferred.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Execute the technical procedures required to competently operate a district-wide computer system and assist the staff in performing duties required in the input/output of student data.
2. Input and maintain complete course listings and other data required for the course selection process, complete course catalogue, and maintain accurate roster of teachers.
3. Enter and/or assist with entering course requests using eSchoolPlus.
4. Process all student schedules.
5. Collect, input, verify and process all grades for each student, distribute all grading cards, reports, and records.



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6. Input computerized master schedule and oversee processing; make necessary adjustments until scheduling is completed.
7. Prepare, record, and maintain an accurate record of all student transactions for each student on a Permanent Record Folder (PRF or transcripts).
8. Establish and maintain storage of Permanent Record Folder (PRF or transcripts) and other academic records at local school.
9. Maintain current knowledge of all federal and state laws, and LRSD policies pertaining to school academic records and procedures
10. Prepare, process and distribute various computer generated reports and data when requested.
11. Provide support in the planning and preparation of the graduation ceremony.
12. Perform grade maintenance activities including, but not limited to: inputting and maintaining transcript history; inputting summer school, credit recovery and correspondence grades in transcript history; affixing seals on diplomas and transcripts; printing final transcript and Letter of Completion for ACC graduates; maintaining an updated list of seniors who may have a graduation deficiency; and calculating cumulative GPAs and rank students.
13. Complete end of the year procedures prior to rollover.
14. Work with both solid-line and dotted-line supervisors in planning and implementing work and carrying out duties and responsibilities.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.