



Little Rock School District

JOB DESCRIPTION

Position Title: Registrar (12 Mo.)- High School

Prepared Date: 06/27/2022

JOB GOAL:

To execute all technical procedures required to establish and maintain, in both the building level computer and on permanent records, all data pertaining to scheduling, grading, and the academic progress and matriculation of every student in the school.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contracts, Pay 802 Grade 07, 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. Typing speed of 55 words per minute with accuracy.
3. Ability to answer the telephone with maturity and confidence.
4. Must have computer skills working with E-School preferred.
5. Demonstrates the conviction that all children can and will learn in the Little Rock School District.
6. Evidence of a strong commitment to quality desegregated education.
7. Good customer service skills.

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. Executes the technical procedures required to competently operate the building level computer terminal and assists the staff in performing duties required in the input/output of data.
2. Inputs and maintains complete course listings and other data required for the Web Course Selection (WCS) process.
3. Input and maintain complete course listings and other data required for the course selection process, complete course catalogue, and maintain accurate roster of teachers.
4. Enters and/or assists with entering course requests using the WCS process.
5. Assists and supports the counselors and students with the WCS process.
6. Processes all student schedules.
7. Collects, inputs in the computer, and verifies all grades for each student and then processes and distributes all grading cards, reports, and records.
8. Inputs master schedule into the computer and oversees processing, making necessary adjustments until scheduling is completed.



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9. Inputs transcript history in the computer on all new students and maintains accurate computer transcript history on all students at the school.
10. Prepares, processes, and distributes various computer generated reports and data when requested by administration and staff.
11. Collects, checks, corrects, and submits to Computer Information Services the required information and documents on or before the assigned deadline dates.
12. Requests transcripts and school records for all new students to the school and distributes data to appropriate persons when received.
13. Prepares, records, and maintains an accurate record all student transactions for each student to appropriate persons when received.
14. Prepares, records, and maintains an accurate record of all student transactions for each student on a Permanent Record Folder (PRF or transcripts).
15. Responds to all record requests, correspondence, and inquiries pertaining to student academic records.
16. Establishes and maintains storage of Permanent Record Folder (PRF or transcripts) and other academic records at local school.
17. Maintains current knowledge of all federal and state laws, and LRSD policies pertaining to school academic records and procedure.
18. Assist with maintaining the front office responsibilities-answering the phone, responding to parents, students and staff. Good customer service skills.
19. Performs other duties as assigned by building principal or LRSD administrative staff.

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, 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.