

***SOUTHWESTERN C.U.S.D. NO. 9
POSITION POSTING***

NON-CERTIFIED POSITION

 X Regular Posting
 Emergency Posting

Date of Posting February 26, 2024

Position Full-Time High School Registrar
8.0 hours/day -7:00 a.m. to 3:30 p.m.
Starting April 1, 2024.

Location Southwestern High School

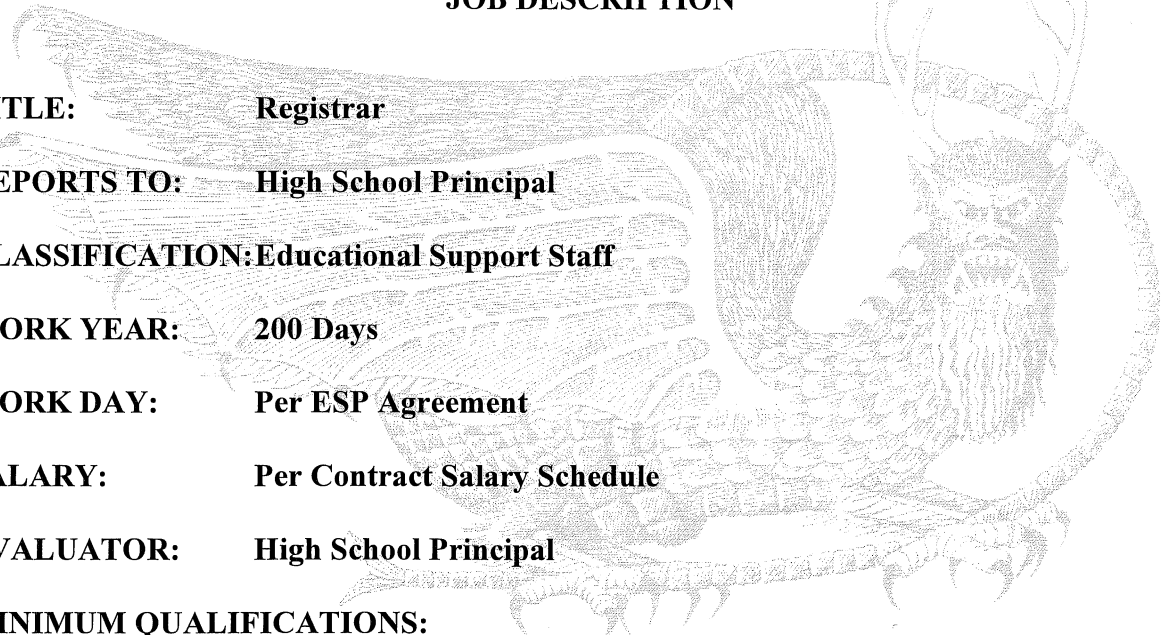
Deadline for making application March 1, 2024 or until filled.

For additional information, you may call the Superintendent's Office at (618) 372-3813, Opt. 0 or the High School Principal's Office at (618) 372-3813, Opt. 1.

All applications should be in writing and include a letter of interest, a resume, and 3 references with contact information. Applications can be delivered to the Superintendent's Office or the High School Principal's Office; mailed to P.O. Box 728, Brighton, IL 62012; or emailed to mbearley@piasabirds.net and agrothaus@piasabirds.net.

Southwestern Community Unit School District #9 is an Equal Employment Opportunity Employer.

**SOUTHWESTERN COMMUNITY UNIT SCHOOL DISTRICT NO. 9
EDUCATION SUPPORT STAFF
JOB DESCRIPTION**



TITLE: Registrar
REPORTS TO: High School Principal
CLASSIFICATION: Educational Support Staff
WORK YEAR: 200 Days
WORK DAY: Per ESP Agreement
SALARY: Per Contract Salary Schedule
EVALUATOR: High School Principal

MINIMUM QUALIFICATIONS:

A reasonable degree of proficiency in keyboarding, use of computer programming, filing, and other clerical related skills. A working knowledge of basic office procedures and operation of office equipment.

BASIC FUNCTION:

Assuring the smooth and efficient operation of the High School office, providing accurate recordkeeping and scheduling, cooperating with other office staff to maximize positive impact on District students and their education.

GENERAL DUTIES & RESPONSIBILITIES

1. Performs the usual office routines and practices associated with a productive and smoothly run office.
2. Check attendance each class period and record as required by state auditors.
3. Make parent contact for all absent students daily.
4. Prepare monthly report and notify parents of students with excessive absenteeism.
5. Provide monthly ADA report to the District Office.
6. Prepare year-end reports
7. Maintain a daily log of students signing in and signing out of the building.
8. Receive and route incoming calls.
9. Maintain a daily log of visitors in the building.
10. Assist students sent to the nurse's office.
11. Help provide necessary student-parent communication.
12. Help maintain office equipment.
13. Sort building mail.
14. Provide parent with current grade information when requested.
15. Post documents and daily announcements on the High School website.
16. Post important dates and activities on the High School calendar.
17. Keep accurate and "confidential" records on all students.
18. Process new student records and requests from transferring schools.
19. Send student information, transcripts and grades for transferring students.

20. Assist in evaluating transcripts and entering transfer grades in Skyward.
21. Record all test scores (PARCC, ACT).
22. Collect student data for temporary and permanent records.
23. Handle all transcripts and record needs for students, counselors, and requesting school, institutions, insurance companies, court supervisors, military recruiters and DCFS.
24. Calculate honors and other academic recognitions.
25. Set up all appointments for college representatives and college visits for seniors.
26. Work with Talent Search Coordinator to schedule meetings and trips.
27. Notify seniors of visiting colleges, trade schools, and military dates.
28. Handles all records needed for smooth operation of the Guidance Department that shall include but are not limited to:
 - A. Distributing teacher class rosters.
 - B. Entering grades and mailing report cards.
 - C. Grade corrections by teachers.
29. Send honor roll reports to local newspapers.
30. Work with military recruiters on students entering military service.
31. Schedule appointments with parents or other individuals with the Guidance Counselor.
32. Prepare records, reports, correspondence for counseling functions.
33. Use Skyward to generate course rosters and change schedules.
34. Assist in registering students for the following school year.
35. Assist Guidance Counselor with testing.
36. Assist Guidance Counselor with the course description book.
37. Identify scholarship opportunities for all students and assist students with scholarship applications.
38. Help senior students work on FAFSA financial aid paperwork for college.
39. Keep all student records accurate and up-to-date.
40. Run data reports for PBIS.
41. Perform other duties as prescribed by the Administration.