

SCHOOL REGISTRAR

The School Registrar plays a key role in the area of the school's Student Information System (SIS) management. This person is primarily responsible for coordinating and executing all tasks related to school scheduling, including (but not limited to) the master class schedule, course requests, course add/drop requests, and student academic records. This position frequently interacts with students, parents, faculty, staff, alumni, and other constituents, and must professionally represent the school in all interactions.

Requirements

- Familiarity with a SIS platform
- High comfort level with technology across a range of platforms
- Experience within educational organization(s) at the secondary or college level preferred

Education

- Bachelor's degree required, master's degree preferred.

Essential Duties and Responsibilities

- Develops a master schedule which optimizes the use of faculty in facilitating and meeting the implementation of a rigorous instructional program
- Assigns teaching schedules and supervisory duties
- Prepares transcripts for all students and responds to alumni request for transcripts.
- Collects curriculum information to create the curriculum guide in coordination with the Principal and Department Chairpersons
- Develops January and June exam schedules
- Works with Nassau Boces with regards to the Regents exams and grade reporting
- Coordinates the online gradebook and parent portal
- Prepares the report cards, rank in class data, honor rolls and related reports pertaining to student achievement
- Coordinates and submits the data for our telecommunication services and internet access through the Universal Schools and Libraries E-Rate program.