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| POSITION: | Registrar |
| POSITION SUMMARY: | To manage and maintain accurate student academic records, enrollment, scheduling, and transcript services within the Academy Model high school. The Building Registrar ensures compliance with district, state, and federal requirements related to student information management, while supporting the instructional and counseling teams to promote smooth transitions, accurate reporting, and a positive student experience. |
| QUALIFICATIONS: | <ul style="list-style-type: none"> • High school diploma or GED required; associate or bachelor's degree preferred Demonstrated experience with student data systems (Infinite Campus preferred) • Strong organizational, clerical, and computer skills, including proficiency in Microsoft Office (Excel, Word) • Ability to maintain confidentiality and handle sensitive information in accordance with FERPA and district policy • Excellent communication and interpersonal skills with students, families, staff, and external agencies • Knowledge of school recordkeeping, enrollment, and graduation requirements preferred • Other qualifications as the principal or superintendent may find appropriate and acceptable |
| REPORTS TO: | Executive Principal / Student Services Principal / Academy Principal |
| PERFORMANCE RESPONSIBILITIES: | <p>The Building Registrar shall:</p> <ul style="list-style-type: none"> • Serve as the primary contact for all student records within the academies, maintaining accuracy, security, and confidentiality of student information. |

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| | <ul style="list-style-type: none"> • Manage student enrollment, withdrawal, and transfer processes in accordance with district and state policies. • Maintain and update student demographic, academic, and scheduling data in Infinite Campus and related platforms. • Coordinate with academy counselors and administrators to ensure accurate scheduling, course enrollment, and credit tracking for all students. • Prepare, verify, and process transcripts, report cards, progress reports, and other academic records as requested. • Monitor student credit accumulation and graduation requirements, notifying counselors and academy leadership of potential deficiencies. • Assist with maintaining accurate accountability and attendance records in collaboration with school counseling and attendance teams. • Support the Academy Model structure by maintaining student records aligned with pathway designations, academies, and certifications. • Serve as a liaison with the district, ensuring consistency in data entry, student information procedures, and compliance with district and state reporting requirements. • Assist in compiling and verifying data for reports such as KDE enrollment audits, accountability, Infinite Campus exports, and student roster verifications. • Manage records requests from parents, other schools, colleges, and agencies in accordance with FERPA regulations. • Maintain cumulative folders, ensuring proper organization, documentation, and secure storage of academic and legal records. • Support graduation and transition readiness tracking, collaborating with academy counselors to ensure accurate postsecondary documentation. • Provide clerical and data support for academic recognition programs, testing coordination, and scholarship applications as assigned. • Participate in professional learning and training related to student information systems, data reporting, and confidentiality |
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| | <p>requirements.</p> <ul style="list-style-type: none"> • Perform other duties as assigned by the Student Services Principal or designee. |
| TERMS OF EMPLOYMENT: | 238 – day employee with salary determined by the adopted salary schedule of the Christian County Board of Education. |
| EVALUATION: | Performance of this job will be evaluated in accordance with Board policy and the Christian County Evaluation Plan. |

Board Approval: