

**Competencies**

**Job Qualifications**

**Primary Responsibilities**

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Create the master academic schedule and schedule all students, teachers and classrooms.

Create and update student report cards.

Scheduling teachers, students and facilities for exams.

Manage and advise students in schedule changes in collaboration with the Assistant Principal for Academics. Update and maintain the integrity of academic records in the student information system.

Produce reports of information including, but not limited to: schedules, grades, classroom enrollment balance, etc. Issue transcripts for current students.

Create and maintain the academic course catalog.

Serve as the primary contact for students, parents and alumni who have questions regarding academic records. Assist other staff members, “fill in” as needed to achieve the school’s mission.

Other duties as assigned.

*The* ***Registrar*** *shall be a person who* is organized, well-rounded, detail-oriented, engaging, and who facilitates growth and collaboration inside and outside of the institution. Additionally, they will:

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Hold a Bachelor’s degree

Ideally, training in the use of academic (grades) and scheduling modules Ideally, a background in the construction of a master planning schedule

Demonstrated experience in organizing complex systems and managing complex details

Understand weighted and unweighted student G.P.A.’s

Extensive experience using Microsoft Excel

Experience using PowerSchool preferred

Excellent written, oral and analytical skills Superb organizational and management skills Engaging and approachable

Practicing Catholic preferred Communicator & collaborator

Able to balance and prioritize a variety of competing priorities

Position

**Registrar**

St. Xavier High School, Cincinnati, Ohio

Description

The Registrar oversees and manages the creation of an appropriate academic structure including, but not limited to: matrix of students, teachers, courses and classrooms.

The Registrar is a full-time position that is a direct report to the Assistant Principal for Academics.