



## **REGISTRAR JOB DESCRIPTION (City High School and Paulo Freire Freedom School-Downtown)**

### **1. Student Registration and Records:**

- Manage student cumulative files
- Generate and send student records to individuals and institutions
- Generate student data reports for administrative team, as needed
- Managing, storing, and destroying older student records as needed
- Manage the withdrawal process of exiting students
- Manage the enrollment and registration process for new students
- Manage email accounts and email groups (Google) for staff, students, and parents

### **2. Student Schedules and Credit Tracking**

- Create and generate individual student schedules and make schedule changes as needed
- Track student credits earned and manage process for students to recover credits in summer school or during the school year (in collaboration with Career/College Pathways Coordinator)

### **3. Student Information System Management**

- Set up and manage calendar, master schedule, student schedules, and user accounts in the student information system (PowerSchool)
- Enter student registration and other student data in the student information system
- Serve as the first line support for the student information system (e.g. new users, passwords, etc.)
- Prepare enrollment reports for district/site administration
- Validate attendance and membership data as reported to AzEDS for the purpose of maintaining accurate student information data\*
- Prepare corrections in AzEDS data for dropout rate, graduation rate, and A-F Accountability\*
- Run AzEDS verification reports for the purpose of ensuring all students are properly enrolled in the student information system and AzEDS for ADM and are assigned to appropriate subgroups; making corrections and resubmitting to AzEDS as needed\*
- Manage the student information system rollover process at the end of the year\*

*\*in collaboration with Funding Schools, LLC*

### **4. Enrollment & Registration Policies and Procedures**

- Create and revise policies and procedures for enrollment, registration, attendance, data management, and student records management for CHS, PFFS-D, and PFFS-U
- Train and provide oversight of the work of school Office Managers on enrollment, registration, attendance, data management, and student records management

### **5. Administrative Support (in collaboration with Dean of Students)**

- Provide administrative support for managing school events including Back-to-School Night, Parent-Teacher conferences, Student-Led Conferences, Gateway Exhibitions
- Provide administrative support for parent communication