

Policies and Procedures

Section Five - Personnel

Policy 550.512 - Job Description Registrar

QUALIFICATIONS / SKILLS:

- Bachelor's Degree in Education/Administration from an accredited university.
- 3 years of experience in a similar position, preferably in an international school.
- Excellent interpersonal skills.
- Bilingual, with advanced English & Arabic communication skills.
- Proven ability to work independently.
- Ability to deal with sensitive situations with diplomacy and composure.
- Meticulous attention to detail.
- Advanced computer literacy.
- Strong organizational and time management skills.
- Proven ability to contribute positively to a team environment.
- Sound understanding of law related to education/school and school regulations
- High proficiency in using school management and software/database.
- Ability to work under pressure
- Proficiency in Student Information Systems (SIS), databases, and office

PERFORMANCE RESPONSIBILITIES:

In School:

- The input of all new students' records as well as updating existing students' ones on the PowerSchool & Student information class list
- Transfers & withdrawals of students from PowerSchool & NSIS
- Compiling student's records (e.g. birth certificates, transfers, immunization... etc.)
- Maintaining a variety of records and/or files including student records, rosters, emergency records, daily attendance, completed reports, etc.
- Ensure enrollment activities are compliant with financial, legal, state, or MOEHE requirements
- Responsible for all required arrangements for the admissions exams including but not limited to:
 - ❖ Communication with the parents/guardians for scheduling the exam dates/time
 - ❖ Printing the exams

- ❖ Assisting during the exams for Pre-KG, KG1, KG2 & 1st Grade
- ❖ Supervising the students during the exams for grades 2 to 12
- Updating exam results & sending acceptance/rejection letters on the School Student Information System
- Communication with the parents/guardians regarding registration and addressing all their question /concerns
- Arranging for quick tours for the parents/guardians to showcase the school when needed, emphasizing presenting the warm family side of VIS that extends beyond being a regular school.
- Preparation of Proof or enrollment letters
- Presenting all required assistance during parent/guardian's meetings
- Assisting principals when they need to get in contact with parents/guardians

School – Ministry Liaison

- Responsible for input of all new students' records applying for the school on NSIS and pre-enrollment system
- Responsible for communication between VIS and the ministry
- Responsible for the official ministry email to send/receive & respond to all formal inquiries
- Responsible for attending, follow-up, and communicating all information and requests of and from the MOEHE to the appropriate staff at VIS
- Responsible for all communication, documents, and needs in relation to MOEHE approval of school events etc.
- Responsible for translation of all generalizations issued by the ministry
- Provide coordination & assistance in all international exams required by the ministry (TIMSS-PIRLS-SAT-AP)
- Manage, verify, organize, enter data, and follow up on the MOE educational vouchers

Perform other duties as assigned by the immediate supervisor or Head of School.

REPORTS TO:

Head of School or designate

TERMS OF EMPLOYMENT

- Initial contracts are unspecified in duration.
- The contract will stipulate the number of vacation days, hours of work per day, etc.
- Salary is determined by placement on a salary grid:

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