

## **REGISTRAR – RIDGE HIGH SCHOOL**

**Reports To:** High School Principal

**Qualifications:** Knowledge of eSchool and scheduling procedure

**General Description:** Maintain student enrollment information, prepare reports, assist in scheduling, and responsible for registration of students.

### **Major Duties and Responsibilities:**

- 1.1 Assist in the development of the school's master schedule by running and analyzing simple tallies, meeting with appropriate personnel regarding course sectioning and teacher/room assignments, and creating eSchool reports needed to run the master schedule builder.
- 1.2 Analyze the room utilization and teacher schedule reports to identify problems and/or conflicts.
- 1.3 Add/delete courses and/or course sections as needed.
- 1.4 Balance course sections by revising students' schedules.
- 1.5 Assist guidance counselors in trouble-shooting conflicts.
- 1.6 Work directly with the curriculum supervisors to revise teaching and/or room assignments prior to the start of the school year.

### **Registration**

- 2.1 Meet with parent/guardian to discuss Ridge High School registration requirements and oversee the completion of all necessary paperwork, including request for records, medical forms and transportation requests.
- 2.2 Review academic records in preparation for guidance counselor scheduling meeting.
- 2.3 For special education students transferring into Ridge High School, arrange for assignment of a case manager prior to course scheduling by guidance counselor.
- 2.4 For students transferring to Ridge High School with previous credits from another high school:
  - a. Review the student's official transcript from the transferring school in conjunction with a Program of Studies or course syllabus.
  - b. Prepare Ridge High School transcript conversion form for review by the student's guidance counselor.

- c. Enter course/grading information into eSchool.
- 2.5 For students transferring from Ridge High School to another high school:
  - a. Review and sign the student checkout form after it is approved by the guidance department.
  - b. Change student status to inactive and delete schedule.
  - c. Monitor the transfer of student records from Ridge High School.
- 2.6 Oversee the completion of monthly student activity reports, ASSA reports, and all other New Jersey state reporting requirements.
- 2.7 Maintain up-to-date records of out-of-district students.

### **Grading**

- 3.1 Assist assistant principal in the development and maintenance of interim progress reports and report cards.
- 3.2 Provide teachers with assistance in the mark entry process, as needed.
- 3.3 Prepare honor roll for display and mark summary and mark distribution reports to be given to appropriate personnel.
- 3.4 Distribute and monitor the return of grading sheets for off-site physical education and senior option students, and enter the grades into eSchool when received.
- 3.5 Assist in the preparation for the 7<sup>th</sup> semester reports for seniors, and 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> semester reports for underclassmen.
- 3.6 Monitor return of all summer school grades before the new school year and enter them into eSchool.

### **Other**

- 4.1 Act as contact person at Ridge High School for requests for eSchool information from Board of Education central office, special services, curriculum, and transportation.
- 4.2 Work directly with district database manager to insure that all information in eSchool is current and correct.

**Term of Employment:** 12 months

**Evaluation:** High School Principal

**Adopted:** April 30, 2007