



T U L S A

PUBLIC SCHOOLS

Job Title: Registrar

Reports to: School Principal
Number of Days: Varies
Compensation: Hourly grade 6
Overtime Status: Non-Exempt
Date Job Revised: February 27, 2007

Position Summary: Maintains student cumulative records

Minimum Qualifications/Job Requirements:

Education:

- High school diploma or equivalent

Specialized Knowledge, Licenses, etc:

Experience:

Specific Training/Skills:

- Windows, Excel and computer network applications.

Essential Job Functions:

- Maintains student cumulative records / transcripts
- Enrolls students from other schools
- Process transcript requests for all grades
- Prepares withdrawals and transfers / welfare and social security forms
- Assumes responsibility without direct supervision
- Exercise initiative and judgment
- Monitor and enforce district/site policies and procedures
- Maintain record of student achievement indicators
- Perform other duties as assigned by the Principal

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.