

**Assistant Registrar**

The Assistant Registrar assists and shares responsibility with the Registrar for developing and maintaining class schedules, PK-12, in collaboration with divisional representatives, the management and integrity of student academic records, and other functions of the office, such as data analysis, reporting, and transcripts. Responsibilities include: Enter and update student and parent data in the school's databases. Create and maintain the Master Schedule. Oversee the development of the curriculum guides. Maintain and update report cards as needed. Process and maintain student grades. Review and track graduation requirements. Maintain/release transcripts for current and former students. Oversee advanced placement examinations. Update standardized testing results in the student records database. Other duties as assigned. Requirements: An associate degree is required. A bachelor's degree and previous experience using Blackbaud Education Management Solutions are preferred. Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Publisher, Outlook) and internet browsers, as well as a working knowledge of databases and scheduling software is required. The ability to prioritize, organize and implement multiple tasks concurrently are essential skills. Specific abilities required to satisfactorily perform the functions of the job include maintaining confidentiality, meeting deadlines and schedules, and working with detailed information/data where accuracy is critical.