CEHS Registrar - Administrative Specialist

QUALIFICATIONS

Education/Certification:

Associate’s degree or equivalent work experience required. Bachelor's degree preferred. Hold a valid State of Maine Criminal History Records Check (CHRC) approval.

Special Knowledge/Skills:

- Must be team oriented with excellent interpersonal and communication skills and the ability to interact professionally with students, families and staff.
- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
- Must possess strong organizational skills and attention to detail, as well as the ability to professionally handle multiple projects simultaneously.
- Experience in school administration, student records management, or a related field.
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
- Demonstrated computer skills with a strong proficiency in student information systems and Microsoft Office Suite.
- Must be willing to participate in ongoing, in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law, including FERPA.

Experience:

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

High School Principal and Assistant Principals

JOB OVERVIEW:

The Cape Elizabeth High School Registrar is responsible for creating the framework for teacher assignments and scheduled classes, managing and maintaining student records, ensuring compliance with State and Federal regulations, and providing essential support to students, families and staff regarding enrollment, transcripts and graduation requirements. The role requires strong organizational skills, attention to detail and excellent communication abilities to ensure smooth administrative operations within the school.

PERFORMANCE RESPONSIBILITIES:

Access Control:

- Works in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into the school building.

Student Records & Data Management:

- Maintain accurate and confidential student records, including enrollment, grades and transcripts.
- Process new student enrollments, transfers, and withdrawals while ensuring proper documentation and compliance with school policies.
- Manage student information in the school database (i.e., PowerSchool) and generate reports as needed.
- Ensure compliance with FERPA (Family Educational Rights and Privacy Act) and other privacy requirements when processing student data.
- Handle functions related to production and distribution of student schedules at the beginning, middle and end of the school year.
- Confirms funding and prepares check requests and correspondence related to student scholarship awards.
- Prepare, organize and send transcripts, records and other documentation related to college and post-secondary applications for students.

Enrollment & Graduation Support:

- Assist students and families with the enrollment process, including verifying residency and required documentation.
- Coordinate and process transcript requests for current students, alumni, scholarships and college applications.
- Work closely with school counselors and administrators to ensure students meet all graduation and credit requirements.
- Organize and advertise available scholarship opportunities for students.

Communication & Customer Service:

- Serve as a primary point of contact for students, parents and staff regarding records, enrollment and scheduling.
- Provide support and guidance to families navigating the enrollment or transfer process.
- Collaborate with teachers, counselors and administration to provide timely and accurate student data.

Administrative & Compliance Duties:

- Prepare state and federal reports related to student enrollment and academic progress and submit them to the Office of the Superintendent for certification and submission.
- Prepares Program of Studies to be submitted to the Office of the Superintendent.
- Use PowerScheduler and the Program of Studies to create student course selection and the master schedule, in consultation with school counselors, administrators and technology department personnel.
- Assist school counselors with student scheduling and registration for courses, ensuring proper class placement.
- Coordinate standardized testing data and student records related to assessments.
- Assist Performs other duties as assigned by the High School Principal and Assistant Principals
- Assist the Director of Athletics by providing student data for All-Academic Team Honors.
- Organize all aspects of the Maroon Medal Society.
- Initiate and organize theme-based activities (i.e., Military Exploration Day, Trades Day) to expand the possibilities for post-secondary opportunities.

EQUIPMENT USED:

Computer, printer, calculator, telephone, copy machine, facsimile software, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands:

Access control, emotional, calculating, comparing, editing, problem solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting.

Physical Demands:

Sitting, standing, climbing stairs, adjusting, connecting, lifting (up to 25lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions:

Inside, no access to sunlight, working around moving objects, working alone.

TERMS OF EMPLOYMENT:

Wages and work year will be in accordance with the negotiated collective bargaining agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job overview are met. The High School Principal will perform the evaluation.

NOTE

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

March 13, 2007

Revised:

May 13, 2025

Revision #2
Created 16 May 2025 20:12:52 by Andrea Fuller
Updated 22 May 2025 13:52:33 by Andrea Fuller