



Full-time Registrar

Jesuit High School, Sacramento is currently accepting applications for full-time Registrar.

Position Summary

The Registrar is responsible for managing systems and personnel for the purposes of enrollment management. This includes maintaining all student records and tracking enrollment numbers throughout the school year.

Responsibilities

- Interprets and recommends implementation practices of those elements of the California Education Code that pertain to Jesuit High School.
- Serves as a critical member and bridge between the Admissions Team and Main Office Staff, utilizing specialized knowledge and training to serve as the main conduit from the recruitment and acceptance to registration and class placement of students. This includes, but is not limited to, using independent judgement to assess and interpret course credit and determine equivalent/appropriate placement of new and transfer students.
- Works with the Admissions Team to plan and execute High School Placement Tests, Shadow Days, Regional Visits, and Open House.
- Serves as a problem solver and an innovator in order to integrate the various technological and human systems that facilitate the recruitment, acceptance, and enrollment of students.
- Uses independent judgment to ensure the proper storage of and accuracy of student records and the school's compliance with state educational regulations.
- Analyzes and maintains PowerSchool records in coordination with Technology department: inputs new student records, collects and verifies registration/contact information. Notifies administrative offices of changes to student/parent contact information.
- Verifies graduation eligibility and orders diplomas for graduation.
- Maintains student transcripts to include grades and standardized test scores

Desired Qualifications

A minimum of three years of experience supporting an administrator, preferably in the education field. College degree strongly preferred. Must demonstrate excellent communication and interpersonal skills, including the ability to maintain confidentiality, have strong multi-tasking ability, and be a self-starter. Strong computer skills and demonstrated competence in Microsoft Office required. The individual in this position must be able to organize and prioritize work and meet deadlines, even with interruptions.

Position Details

- Compensation Range is \$24.00 - \$32.00 based on education and experience.
- Benefits package includes medical, dental, vision, retirement matching, and more.

Next Steps

If this seems like a good fit with your background and interest, we'd love to hear from you. Please complete the staff position application along with any additional requirements listed within the application.

Jesuit High School is an Equal Opportunity Employer.

Pre-employment background screening and negative TB are required.