



ST. MARY'S HIGH SCHOOL

Job Description

Position Title:	Registrar
Department:	Office of the President
Reports To:	President
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt
School Classification:	<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time (<30 hrs/week) <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal

Job Summary

The Registrar manages the integrity, security, and accuracy of student academic records while ensuring full compliance with diocesan mandates and Colorado Department of Education (CDE) standards. This role serves as the primary system administrator for the school's Student Information System (SIS), partnering with school leadership and admissions to manage academic data, student scheduling, and reporting within a mission-focused environment. Because St. Mary's operates as a close-knit school with a small staff, the Registrar frequently manages various student services and milestone events. This includes coordinating school and senior portraits, managing student identification cards, tracking health and vaccination records, and organizing key graduation traditions such as Senior Mass, awards, and commencement logistics.

Essential Job Functions

All employees at St. Mary's Catholic High School are expected to:

- Support and uphold the philosophy of Catholic education and the mission of St. Mary's Catholic High School.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church in their professional and personal conduct.
- Support and adhere to the Code of Conduct and policies and procedures of St. Mary's Catholic High School and the Diocese of Colorado Springs.
- Abide by the Confidentiality Policy set forth in the Diocesan Employee Handbook.
- Demonstrate professionalism in conduct, demeanor, and work habits.
- Maintain a work schedule that maximizes availability to the school, students, and staff.
- Maintain positive and cooperative relations with parents, students, and school personnel.
- Participate in professional development opportunities to remain current with relevant standards and practices.
- Maintain regular, reliable and predictable attendance.

- Perform any other job-related tasks deemed necessary and/or assigned by the Principal or their direct supervisor.

Important Job Functions

All employees at St. Mary's Catholic High School are encouraged to:

- Collaborate with peers to enhance the work environment and support the overall mission of the school.
- Demonstrate a willingness to respond to individual needs within their scope of responsibility.
- Actively participate in the larger school community to contribute to a positive school culture.

Role-Specific Responsibilities & Duties

Academic Records & Database Management

- **Student Information System (SIS) Administration:** Serve as the primary power-user and data manager for the school database (e.g., Infinite Campus, FACTS Management, or PowerSchool). Ensure student profiles, family data, and academic records are accurately maintained.
- **Transcripts & Grading:** Process official transcripts for college admissions, verify graduation requirements, and manage the administrative schedule for quarterly and semester grade entries.
- **Master Schedule Coordination:** Partner with the Principal to build out the master course schedule and assign student cohorts to their designated classes within the SIS.
- **Data Integration:** Work alongside the Director of Admissions to cleanly import incoming student application data directly into the active student roster.

Student Services & Milestone Coordination

- **Health Records:** Maintain and track student vaccination and immunization records in compliance with local health standards.
- **School & Senior Imagery:** Manage the logistics for school photos, student ID card creation, and formal senior portraits, including coordinating student attire such as tuxes and dresses.
- **Senior Events & Graduation:** Lead the coordination of special milestone activities for the graduating class, including Senior Mass, Senior Breakfast, graduation practice, senior awards, and the distribution of graduation cords.

Compliance & Reporting

- **Statutory Reporting:** Prepare and submit required academic datasets, enrollment numbers, and demographic reports to the local Catholic Diocese and the Colorado Department of Education (CDE).
- **Data Privacy:** Ensure all student data management practices remain fully compliant with Family Educational Rights and Privacy Act (FERPA) laws and Diocesan Safe Environment protocols.

Institutional Support

- **Office Operations:** Maintain organized digital and physical filing systems for historical student archives. Assist with standard administrative procedures, record-keeping, and communication channels.
- **Other Duties As Assigned:** Actively participate in the community life of a small Catholic high school, including general staff rotations (such as occasional lunch monitoring) as requested by leadership.

Minimum Qualifications

- **Education:** High School Diploma. Bachelor's degree in School Administration, Business, Information Systems, or a related field (or equivalent specialized operational experience) preferred.
- **Experience:** 2 to 4 years of experience working inside a school main office, handling database administration, or managing student records.
- **Technical Proficiency:**
 - Advanced mastery of school databases such as Infinite Campus, FACTS, or PowerSchool.

- Proficiency with office software and systems, including Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace.
- Strong capabilities in accurate data entry and system administrative tasks.

Knowledge, Abilities, and Skills

- General: Knowledge of the basic teachings of the Catholic Church. Able to communicate effectively in both written and verbal form. Able to work well with others in the school community. Skill in handling multiple tasks simultaneously and prioritizing effectively. Skill in critical thinking and problem-solving.
- Administrative and Technical: Advanced skill in office software and systems, including Microsoft Office Suite (Word, Excel, Outlook), Google Suite, and database management. Knowledge of school-specific administrative procedures, including record-keeping, confidentiality protocols, and communication channels. Skill in operating standard office equipment (e.g., multi-line phone system, copier, scanner). Ability to perform accurate data entry and maintain organized filing systems.
- Interpersonal and Communication: Strong interpersonal skills to interact with students, parents, staff, and vendors in a professional, courteous, and helpful manner. Ability to compose clear, concise, and professional correspondence and communications. Skill in active listening and conflict resolution to handle inquiries and concerns with patience and diplomacy.
- Confidentiality: Absolute commitment to protecting confidential student files, health records, and adhering to institutional privacy protocols.

Working Conditions & Physical Demands

Working Conditions:

- Required to work in a standard office and school environment.
- Occasional nights and weekends may be required for school events, meetings, or special projects.

Mental/Physical Demands:

- Required to maintain composure and professional demeanor while managing multiple inquiries, requests, and deadlines.
- Ability to effectively de-escalate difficult phone calls or in-person interactions with parents, students, or vendors.
- Skill in navigating sensitive and confidential information with discretion and professionalism.
- Capacity to adapt to changing circumstances and unexpected demands with flexibility and a positive attitude.
- Required to manage high to moderate levels of stress inherent in a busy office environment.
- Ability to prioritize multiple administrative tasks and responsibilities.
- Required to sit for extended periods while performing computer work and phone duties.
- Required to stand, bend, stoop, reach, grab, and lift office supplies and equipment to a minimum of 20 pounds.
- Required to perform repetitive physical tasks such as computer keyboarding, data entry, and filing.
- Capacity for sustained mental focus and concentration for detailed administrative work, record-keeping, and communication.

Ministerial Exemption

Ministerial Role and Responsibilities

The employee serves as a minister of the faith, a position integral to the religious mission of St. Mary's Catholic High School. This role involves more than secular duties; it includes a direct and substantive role in sharing the Catholic faith, upholding its values, and participating in the school's religious mission. This may include, but is not limited to:

- Integrating Catholic principles and values into the curriculum and all aspects of school life.
- Serving as a witness and role model of the Catholic faith in both professional and personal life.
- Leading or participating in prayer, liturgies, and other religious services.
- Providing spiritual guidance and faith formation to students and the school community.

Employment Relationship

By accepting this position, the employee agrees that their employment is religious in nature and that the school's hiring, evaluation, and termination decisions are based on both secular and religious criteria. The employee must act in a manner consistent with the teaching and values of the Catholic Church.

Legal Acknowledgement

The employee acknowledges and agrees that their role falls within the ministerial exemption as recognized by law. This means that, in certain matters, the school's employment relationship with the employee is governed by the principles of church autonomy and not by certain federal, state and local laws. The employee agrees that any employment disputes arising from this role will be resolved in accordance with these principles and the dispute resolution process of St. Mary's High School and/or the Diocese of Colorado Springs.

Disclaimer

This job description is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, technological developments, etc.).

All employees must adhere to the diocesan Code of Conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.