

Registrar

*A complete application includes all application materials, and proof of education.
Applicants must submit all required materials by the closing date.*

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

Description:

Under the supervision of the School Administration and School Counseling, this individual will be responsible for coordinating and implementing the registration and withdrawal processes. This individual will also facilitate the retrieval of confidential records and will access, process, and provide data used within, and outside, the Howard County Public School System for a multitude of requirements.

Essential Job Functions:

- Analyzes and interprets data including confidential, legal and time-sensitive material to ensure appropriate action is taken
- Produces and maintains accurate documentation of student educational records according to county, state and federal requirements, policies and laws
- Coordinates the implementation, registration and withdrawal processes
- Coordinates student records/transcripts to colleges/universities admissions officers, other public and private high school registrars and employers
- Provides, compiles and prioritizes reports from numerous databases for various groups and departments, to include Federal and State reporting
- Provides feedback on software issues or problems that arise in performance of job responsibilities
- Maintains accurate records for student transcript transactions

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Minimum Qualifications:

Two years of general office experience of a clerical/secretarial nature OR an associates degree or equivalent may be substituted for the required work experience.

Applicants must meet all of the qualifications listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.

Education:

High school diploma or GED equivalent (**must scan and upload to the online application at the time of submission**). Foreign credentials must be evaluated as U.S. High School diploma or above by an MSDE approved organization. For a list of approved vendors, please click [here](#)

Required Knowledge, Skills and Abilities:

- Communicates effectively, both orally and in writing, with school administrators, central office personnel, faculty, staff, parents and students
- Ability to analyze data/documents; to determine inconsistencies; to resolve data discrepancies and to work independently
- Excellent organizational and time management skills
- Ability to exercise independent judgment in prioritizing and completing requests from school-based staff, central office staff, parents, students and other institutions
- Proficiency with computer technology in the office setting including various work processing, spreadsheet and database software programs
- Basic operating knowledge of other office equipment
- Oral and written communication to include preparation of correspondence, business English, spelling, punctuation and grammar, and office procedures
- Ability to work independently, meet deadlines and perform multiple tasks with attention to detail and minimum supervision
- Ability to maintain confidentiality.

Salary:

This is an 11 month, Grade 8 position on the HCEA-ESP Secretaries and Assistants salary scale (<https://www.hcpss.org/f/employment/esp-agreement.pdf>) Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

Application:

A complete online application and all application materials, including **three** reference surveys from current or previous **supervisors**, must be submitted by the closing date to be considered. Experience to meet the minimum qualifications must be documented within the application.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- **High School diploma/transcript or College diploma/transcript (must be scanned and uploaded to the application)**
- Cover letter
- Resume

For questions regarding this vacancy, please contact:

Denise Lee
Recruitment Specialist
Office of Human Resources
410-313-5673
denise_lee@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.