

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- Title: **Registrar/Master Scheduler**
- Reports to: Assistant Superintendent / Chief Academic Officer
- Qualifications: Strong communication skills
Ability to work collaboratively with parents, teachers, and administrators
Knowledge of secondary school scheduling
Knowledge of secondary school counseling
Knowledge of student information systems software
Required criminal background check and proof of US citizenship or legal resident alien status
- Job Goal: To support instruction through the construction and management of student enrollment and scheduling data
- Certification: Educational Services
- Experience: Minimum 5 years counseling experience

PERFORMANCE RESPONSIBILITIES

1. Registers of all incoming students in grades 6-12
2. Coordinates student orientation for all new students in grades 6-12
3. Oversees all scheduling procedures and creates master schedules for secondary schools, including program, staffing, and room utilization
4. Constructs and maintains student records in Genesis, including schedules and grades
5. Supports Genesis Parent Portal
6. Plans and manages a detailed calendar of marking period dates, including opening and closing Genesis for teacher and parent access and administration of 6-12 quarterly exams.
7. Coordinates promotion and retention of students in grades 6-12
8. Oversees the student record systems for secondary schools
9. Coordinates parent night agendas for the high schools
10. Organizes college fairs and college visitations for the high schools
11. Manages NCAA Clearinghouse submissions
12. Directs the district's PSAT administration
13. Performs such other tasks and assumes such other responsibilities as may be assigned by the Assistant Superintendent / Chief Academic Officer.

Board Approved: July 24, 2014