

# George County School District

## School Registrar

APPROVED

JUN 02 2026



G C SCHOOL BOARD

**Job Purpose** - To serve as the primary custodian of student records and coordinator of enrollment services, ensuring accuracy, integrity, and security of all student data in compliance with Mississippi Department of Education (MDE) standards and Mississippi Student Information System (MSIS) requirements.

### Knowledge, Skills, and Abilities

- Ability to communicate effectively both orally and in writing with supervisors, staff, parents, and outside agencies.
- Ability to establish and maintain cooperative working relationships with a diverse population.
- Ability to follow written and verbal instructions accurately.
- Proficiency in basic mathematics and clerical computations.
- Proficiency in computer applications including Microsoft Office (Word, Excel, Outlook), internet use, and student information systems (e.g., MSIS, SIS).
- Knowledge of FERPA and applicable state laws regarding student records, residency, and immunization requirements.
- Strong organizational, time management, and problem-solving skills.
- Ability to process and maintain accurate records according to standardized procedures.
- Ability to maintain strict confidentiality of student and employee information.
- Knowledge of office management procedures, district policies, and best practices related to student services.
- Ability to operate standard office equipment (computer, copier, fax machine, telephone).

### Minimum Qualifications

- High School Diploma or GED required; Associate Degree preferred.
- Prior clerical or secretarial experience preferred, preferably in an educational setting.
- Proficient computer and typing skills required.
- Must obtain or be willing to obtain MSIS Certification as required by the district.
- Must pass a criminal background check and fingerprinting as required by Mississippi law.
- Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

### Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Reports to job location at specified time as designated by the immediate supervisor or superintendent.
- Oversees student registration, including verifying residency, legal guardianship, and required immunization documentation.
- Requests, processes, and maintains student records for incoming and transferring students.
- Completes withdrawal procedures and transfers records within required timelines.
- Maintains accurate student data in MSIS, including enrollment, attendance, schedules, and demographic information.
- Performs monthly MSIS verification and resolves student ownership issues.

- Assists in maintaining daily attendance records, including sign-in/sign-out, absences, tardies, and documentation such as doctor's excuses.
- Communicates with administration and state attendance officers regarding non-returning or withdrawn students.
- Collaborates with administration and counselors on student scheduling and maintains accurate data in SIS.
- Prepares and maintains transcripts and verifies student academic records as needed.
- Organizes and archives student records in accordance with state retention guidelines.
- Assists with office operations including answering phones, greeting visitors, routing calls, and managing correspondence.
- Prepares reports, forms, daily announcements, memos, and other documentation for staff and students.
- Assists with distribution of U.S. mail and inter-district correspondence.
- Maintains office inventory and supplies.
- Provides support in the absence of other office personnel (e.g., receptionist, attendance clerk).
- Serves as a liaison with parents, district personnel, and external agencies regarding student records.
- Successfully completes required district staff development annually.
- Performs other duties as assigned by the principal, immediate supervisor, or superintendent.
- Limited travel to and from meetings may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports To:** Principal

**Supervises:** N/A

**Terms of Employment:** At Will / 200 Days

**FLSA Status:** Non-exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	<b>Employee's Printed Name</b>
	<b>Employee's Signature &amp; Date</b>
	<b>Supervisor's Signature &amp; Date</b>