



Registrar

Mission Statement

Brother Rice High School is a Catholic College Preparatory School for young men. Inspired by the [Essential Elements of a Christian Brother Education](#), the school fosters the spiritual, intellectual, cultural and physical development of its students. Brother Rice community promotes excellence through an environment conducive to lifelong personal growth, responsible moral choices and critical thinking.

Position Description

The Registrar at Brother Rice High School supports the counseling department by providing overall administrative and student records support. This role entails collaborating with students, parents, counselors, teachers, and other stakeholders.

Qualifications

Educational:

- Preferred bachelor's degree in education or business

Personal:

- Ability to work cooperatively with administration, teaching staff, counselors, students and parents in the ongoing task of providing the best possible Edmund Rice Christian Brother education for all students
- Have experience working in a secondary counseling position supporting a Counseling department

Major Responsibilities

- **Student Records Management**
 - Maintain and manage official cumulative student records.
 - Ensure all academic records are accurate, complete, and updated in the school's Student Information System (SIS).
 - Maintain both electronic and physical student files according to school retention policies.
 - Monitor record integrity and correct discrepancies.
- **Enrollment and Registration**
 - Request and process new student records and transfers.
 - Verify previous academic records and enter transcript data in the SIS.
 - Process withdrawals.
 - Coordinate the transfer of records between schools.

- **Transcript and Records Requests**

- Prepare and distribute official transcripts to colleges, NCAA Eligibility Center, employers (education verifications), scholarship organizations, and other schools.
- Process Alumni transcript requests through Parchment-(Parchment account Administrator)
- Respond to requests for student records, enrollment verification, and academic documentation.
- Ensure all transcript requests comply with applicable privacy laws and school procedures.

- **Graduation and Academic Tracking**

- Monitor student credits, GPA calculations, and course completion toward graduation requirements.
- Work closely with counselors to verify student eligibility for graduation.
- Assist with graduation audits and verify documentation related to diplomas (name, honors designation).
- Order and prepare diploma covers for graduation.
- Prepare and distribute items for graduating seniors (CA-60s, final transcripts, diplomas).

- **Compliance and Confidentiality**

- Ensure compliance with regulations governing student records.
- Maintain strict confidentiality of student financial information and records.
- Implement procedures for secure record storage and access.

- **Reporting and Data Management**

- Generate reports related to enrollment, grades, transcripts, and academic progress.
- Assist with school reporting requirements.
- Provide accurate student data for administrative and academic purposes (e.g. data uploads for standardized testing and Parchment).

- **Collaboration and Customer Service**

- Serve as a point of contact for students, parents/guardians, counselors, teachers, and administrators regarding student records.
- Provide guidance on transcript interpretation, credit transfers, and records requests.
- Support counseling and administrative teams with academic record verification.

- **Administrative Support**

- Maintain record archiving procedures in accordance with school policies.
- Help coordinate school administrative functions related to student services, e.g.:
 - All School Standardized Testing/AP Exams - Work directly with Test Coordinator
 - Evening of Excellence
- Assist Counselors as needed

Critical Qualities

- Intentional disciple of Jesus Christ who evidences the Brother Rice Pillars of Respect, Integrity, Character and Excellence and consistent to the values of the Catholic faith.
- Polished and professional in appearance
- Self-starter with both initiative and follow-through
- Flexible with a sustained positive attitude
- Exceptional organizational skills and strong attention to detail and accuracy in data management.
- Ability to manage multiple deadlines and maintain organized records.
- Strong communication and interpersonal skills when interacting with students, parents, and staff.
- Ability to maintain strict confidentiality of sensitive information.
- Proficiency in Microsoft Office and/or Google Workspace.
- Understanding of high school graduation requirements and academic credit systems.
- Knowledge of student record management practices and student information systems, e.g.:
 - PowerSchool
 - Parchment
 - MaiaLearning
 - ACT / College Board
 - NCAA Eligibility Center
- Willingness to work occasional evenings

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Ability to organize and file physical records.
- Occasional lifting of file boxes (up to 20 pounds).

Application Process

To apply for this position, please send to jobs@brrice.edu.

- A comprehensive resume
- A letter stating your personal interest in the position, indicating how your skills, knowledge and experience match the responsibilities articulated in the job description
- Undergraduate and graduate transcripts
- A copy of a valid teaching, administrative or counseling certificate if applicable
- Three letters of references including telephone contact information

Application deadline: Applications are being accepted until position is filled.