



Join our JP II Cardinal Family *Registrar*

John Paul II High School (JP II), an increasingly multicultural, next-generation Catholic college preparatory high school, is serving families in the greater Collin County area. As we look forward to the upcoming school year, we need a new IRegistrar to join our family to support us in our commitment to form inclusive, effective, and ethical servant leaders. We focus on a formative approach to education, which honors the whole person spiritually, emotionally, academically, and physically. Please visit our website ([here](#)) to find out more about our mission, vision, and unity statement.

Posting Date: January 26, 2024

Posting Close Date: Until Filled

Position Start Date: February 5, 2024

Location: John Paul II High School, Plano, Texas

Essential Duties and Responsibilities of the Position

- Informs Administrators and/or Counselors of possible student credit deficiencies and/or unusual placements for the purpose of ensuring student success.
- Interprets transcripts of incoming students (e.g. cumulative record folders, record card, withdrawal grades from previous school, fines/fees from previous schools, etc.) for the purpose of ensuring their conformance with JP IIHS/Catholic Schools Office grading, curriculum and course credit systems.
- Maintains a variety of files, documents and student records (manual and computer) (e.g. permanent student record, cumulative folders for all students, grades, transcripts, immunization dates, etc.) for the purpose of documenting and/or providing reliable information relative to student records.
- Performs enrollment and un-enrollment activities of students for the purpose of ensuring compliance with legal/JPIIHS/Catholic Schools Office requirements.
- Prepares documents (e.g. students lists, transcripts, ethnic reports, course enrollment, etc.) for the purpose of providing written information.
- Processes requests from students, other private/public schools, colleges/universities, and/or employment agencies (e.g. transcripts, job verification, etc.).
- Responds to inquiries of staff, other educational institutions, the public, parents and/or students for the purpose of providing information and/or direction.
- Supports assigned school personnel (e.g. answers phone, greets students/parents, etc.) for the purpose of ensuring the efficient operation of the Guidance and Counseling Office.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.

- Attends meetings as assigned for the purpose of conveying or gathering information.
- Provides office and clerical support to assist with the efficient operation of the Guidance and Counseling Office.
- Other duties as assigned.

Position Requirements

Knowledge, Skills and Abilities:

- Able to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Has a working knowledge of the Blackbaud System used in student data input.
- Has a working knowledge of codes, regulations and laws related to student enrollment, graduation and transfers.
- Ability to routinely gather, collate, and/or classify data; and use basic, job-related equipment.
- Knowledge of telephone etiquette and operations.
- Possession of strong interpersonal skills and sound judgment.
- Ability to communicate effectively with the public, employees, and peers.
- Ability to store and file correspondence and data in an organized manner.
- Ability to use correct grammar when writing and speaking.

Education and Experience:

- Associates degree required; Bachelor's degree in related field preferred.
- Three or more years of experience as a registrar or in a related field.

Physical Requirements Specific to the Job:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Special Requirements

The Registrar is a mission-driven follower of Jesus Christ:

- Demonstrates knowledge of Jesus and his teachings.
- Serves as a moral leader by acting in the best interests of the school and the students, and maintains congruence between the school's mission and vision and the philosophy of Catholic education with all extracurricular and cocurricular activities.

We are open to learning more about your unique background that may contribute to meaningful alternatives to the above qualifications.

Performance of this job will be evaluated annually in accordance with the policies of the Diocese of Dallas and John Paul II High School.

Letter of interest, current resume, including significant accomplishments, and non-original copies of transcripts to:

Mr. Mark Crawford
Human Resources Manager
John Paul II High School
900 Coit Road

Plano, Texas 75075

markcrawford@johnpaulihs.org

Salary: Commensurate with experience and competitive with local schools. Benefit package included.