



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

Academic & Career Planning Coordinator / Registrar

Reports To: Regis Middle & High School Principal

Status: Full-Time – Modified School Year

School year expectations:

- Follow school year calendar (teacher days)
- Professional development days are workdays

Summer months expectations:

- Office hours 1 day per week
- Mon-Thurs available/work as needed

Position Summary

The **Academic & Career Planning Coordinator/Registrar** supports the academic and post-secondary success of middle and high school students. This dual-role professional collaborates closely with the Principal, faculty, and administrative staff to guide students in academic planning, course selection, college and career readiness, and scholarship opportunities. The position will also manage essential registrar duties, including student scheduling, records maintenance, and transcript processing.

Qualifications

- Master's Degree in School Counseling preferred but may consider bachelor's degree in counseling or education with applicable experience
- Valid Wisconsin School Counselor License (preferred)
- Experience in academic advising or school counseling preferred
- Strong knowledge of student scheduling and school information systems (preferably Skyward)
- Excellent organizational, interpersonal, and communication skills
- Commitment to Catholic education and student-centered service

Key Areas of Responsibilities

Academic & Career Counseling

- Guide students in developing and reviewing four-year academic plans.
- Monitor academic progress and assist with schedule changes.
- Coordinate with staff to maintain accurate course descriptions and scheduling resources.
- Help students explore and prepare for post-secondary opportunities.
- Maintain and promote the use of Xello or similar career readiness platforms.
- Serve as the main contact and school coordinator for the Youth Apprenticeship Program.
- Coordinate efforts for students who may qualify for education under programs where students take college courses or courses at other high schools which are not offered at Regis High School.
- Understands the enrollment, financial obligation/arrangement, statutory language, and various institutions with which the Early College Credit Program, Start College Now, Distance Learning, CVTC Academies, etc are made possible to our students.
- Provide appropriate information to administration on a student(s) if requested or necessary for graduation progress or credit recovery needs.
- Assist with NCAA eligibility and documentation.

Registrar Responsibilities

- Build the master schedule in collaboration with the Principal and staff.
- Maintain accurate student records, including grades, transcripts, test scores, and immunizations.
- Enter and update academic data in the student information system (Skyward).
- Process transcript requests for current and former students.
- Prepare and mail preliminary and final transcripts.
- Update annual school profile and oversee scheduling of 8th graders into high school systems.
- Proctor and manage testing for distance learning and college-level courses.

Scholarship & Financial Aid Support

- Coordinate the Senior Scholarship Committee and prepare scholarship materials.
- In coordination with Enrollment and Tuition Coordinator, provide scholarship information to students, track applications, awards, and distribute communications to students and families.
- Share information with students and parents about financial aid, grants, and scholarships available for post-secondary opportunities.

Event Coordination & Recognition

- Schedule and promote college, military, and technical school visits.
- Facilitate student attendance at college and career fairs.
- Help plan and organize the academic awards ceremony and 8th-grade promotion.
- Prepare certificates and assist with ceremony logistics and communications.
- Support coordination of thank-you notes and award presenter follow-up.

Other Responsibilities

- Advocates for all students.
- Keep in confidence any administrative, faculty/staff, or parent discussions/decisions.
- Maintain professional, cooperative, and friendly relationships with students, parents, visitors, and all staff.
- Demonstrate support of fellow employees and administration through actions and comments.
- Attend meetings, workshops, conventions and training sessions when needed.
- Perform other duties which are not outlined here but are required for the smooth operation of the school and/or student achievement and/or the spiritual well-being of the students and are delegated by the Building Principal.

I have read and understand the responsibilities connected to the position of Regis School Counselor. My signature below indicates that I am ready to accept all these duties.

Employee

Date

Building Principal

Date