



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Job Title: Registrar

Reports to: St. Agnes Academy Upper School Dean

Contract: 12 months

Job Summary: The Registrar is responsible for the accurate management, integrity, and security of student academic records for grades PK2-12 at St. Agnes Academy-St. Dominic School. This role supports students, families, faculty, and school leadership by overseeing enrollment records, transcripts, report cards, scheduling, and academic data systems. The Registrar plays a critical role in ensuring smooth academic operations, regulatory compliance, and effective communication across divisions.

Essential Duties and Responsibilities:

Student Records and Data Management

- Maintain complete, accurate, and confidential student academic records for grades PK2-12
- Oversee the preparation of report cards and transcripts
- Ensure compliance with school policies, accreditation standards, and legal requirements related to student records
- Respond to transcript and record requests from families, colleges, and external institutions
- Collaborate with the Business and Admission offices concerning enrollment processes

Veracross

- Manage data entry, updates, audits, and system integrity across divisions
- Collaborate with faculty and administrators to support grading, attendance, and reporting functions
- Generate reports and data exports to support school operations and decision-making

Scheduling and Academic Operations

- Coordinate and manage class scheduling for grades 7-12 at St. Agnes Academy-St. Dominic School in collaboration with Deans.
- Support course registration processes and schedule changes in collaboration with the academic counselors
- Liaison for Dual Enrollment program and TSAC grant status

Testing and Academic Data

- Assist Counseling department with maintaining spreadsheets and databases with standardized test data and assessment results by grade level
- Support faculty and leadership by organizing and reporting academic data for analysis and planning
- Assist with internal and external reporting needs related to student performance
- Interact with College Board and ACT databases for reporting and student testing information

School and Leadership Support

- Provide administrative and data support to school leadership and academic teams
- Collaborate closely with division heads, counselors, and teachers to support student success
- Assist with special projects, accreditation reviews, and reporting initiatives as needed

An Ideal Candidate would possess the following qualifications:

- A degree of higher learning preferred, such as a Bachelor's or Master's degree
- Previous experience as a registrar or similar role
- Competency with instructional technology
- Positive attitude, flexible nature, and a sense of humor

The ideal candidate will be excited about the opportunity to work collaboratively in an inclusive, values-based, Catholic, independent school community. Click [HERE](#) to submit an application and upload a resume and cover letter.

St. Agnes Academy – St. Dominic School is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We prioritize relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit – in a supportive faith filled environment.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.