APPOINTING A REGISTRAR

by:

Dionne M. Lascano

One of the key characters in a school is the Registrar. When we enrol, we seek the assistance of the Registrar. When we need to track our school records, we approach the Registrar. When we need to secure our diploma, we are attended by a Registrar. These are mainly the general functions of a Registrar. Beyond these duties, I would associate a Registrar as a Data Bank. She holds the very important files in the school and so I must say that she should have the following characteristics to become an efficient Registrar.

R – EPUTABLE

Initially, we should hire a Registrar who is with a good reputation. Being around students, she must be an exemplar of Godliness, integrity and servant leadership.

E – DUCATED

To successfully perform her role, she must be knowledgeable in her responsibilities.

G – OOD IN THE USE OF COMPUTER

We are in the Digital Age when information is transferred freely and quickly with the use of computers. She has to be updated with the applications that will help her in easy access of data.

I – NFALLIBLE

A Registrar has to be accurate, with no mistakes in inputting and releasing of information.
S - OUNDED

She has to be healthy with good judgment at all times.

T - RUSTWORTHY

She has to be truthful, reliable and dependable.

R - RESPONSIBLE

This characteristic applies to all but is a very important trait that a Registrar should possess. She should be at her station no matter what she is feeling. Always, she should allot her working hours in a quality output. She should be accepting to doing other works as directed by her superior. She also should be initiative in making improvements to her school.

A - APPROACHABLE

When we need something from the other, we want to clearly address our concerns and get a satisfying answer. It is so hard to transact business to someone who is bilious that we become fearful and fail to get the complete and correct information we need.

R - RECEPTIVE

We should listen to and accept new ideas and suggestions as for our growth and the betterment of our designation.

An efficient Registrar depends on these traits. Our schools deserve the best Registrar so we should be very careful in choosing the best person for this post.

References:

http://www.ptisd.org/upload/page/0345/docs/Campus%20Registrar%20High%20School%20only.pdf