THE SCHOOL REGISTRAR’S GREATNESS

by:
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According to Steve Jobs, “Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it.”

The above-mentioned lines as cited Jobs may have relevance in any kind of work whether you are in public or private, whether you are working in the field or in the office, whether you are performing as a manager or an ordinary employee.

In the school office to be specific, one of those people who must exert greatness in one’s work is the registrar. It is on the hands and shoulders of this person wherein you can trace the vital functions and duties which will do importance in the lives of the people around most especially in the students.

The work of a school registrar, which is an administrative professional work, entails a lot of responsibilities. It starts with enrollment of the students upon admission in the school. Another significant function is to place the students in the right classes or sections. Once the students enter the school premises, the registrar must secure their pertinent records and must be able to compile them systematically. In addition, all information about the student both personal and academic records must be kept confidentially by the school registrar.

Related to the duties of the school registrar is the skill in technology. The school registrar must be well-versed in the usage of computer and must be knowledgeable in various software applications. Currently, the demands for computer skills are applicable
in the registrar’s work. It is anticipated that he or she should have the ability to manage the computer and its system.

The school registrars make use of database software for the record-keeping of the students’ personal information and academic achievements in all of their subject areas. It is where the pertinent data are stored and kept for life after the teachers turned over the computed grades and other essential information, materials and statistics regarding the students.

To handle reporting duties, take care of transcript requests, maintain schedules, prepare documents, and inform higher-level administrators of possible issues and concerns are the usual responsibilities of the school registrar.

Generally, the work of the school registrar includes voluminous paper works, filing duties and documentation purposes. That is why it is expected that the one to handle this job should have the ability, enthusiasm, energy and patience. In having those virtues and immense responsibilities, doing greatness in the work of a registrar could be possible.

References:

https://www.brainyquote.com/quotes/steve_jobs_416859