

2022 IED Registrar

**Lapwai Indian Education Department  
Lapwai Middle-High School  
Lapwai, Idaho**

Job Description \_\_\_\_\_

Job Title:	I.E.D. Registrar	NYCP2022
Department:	Lapwai - Indian Education Department (I.E.D.)	
Reports To:	Lapwai Indian Education Project Director/Coordinator	
Salary Schedule:	Federal Grant Funding Part-Time /760 hours /5 year grant	

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Primary Purpose:

Assist maintaining student records and process student enrollment, transfers, and withdrawals from Lapwai Indian Education Department programs or project grants.

Program Duties:

1. Help Native American students envision a future that is productive, achievable, and stimulating.
2. Provide the framework for helping Native American students learn to project into the future and understand the consequences of today's choices and actions.
3. Facilitate Native American students' recognition of the value of education and the importance of becoming internally motivated to succeed in school.
4. Serve as a role model and promote the development of a scholar identity.

School Duties:

1. The I.E.D. Registrar reports directly to the Lapwai Indian Education Director/Coordinator.
2. The I.E.D. Registrar is a school-based professional position that provides assistance to all Lapwai Indian Education Programs.
3. The I.E.D. Registrar is reliable, responsible and on time. He or She treats students with respect and dignity.
4. The I.E.D. Registrar has the ability to communicate (written and verbally) effectively with students, parents and education professionals.

Specific Duties:

1. Maintain physical and computerized records including student project cumulative folders, progress and failure reports, course rosters, schedule changes, and dual enrollment registration forms.
2. Monitor new student records, including transfer online or dual credits from other schools, and entering student data into appropriate databases.
3. Coordinate project grading process with the school counselor, including processing of scan sheets, verification and corrections of grades.
4. Process and transmit request for student data to the Project Director and Grant External Evaluator for project performance and GPRA measurement reporting.
5. Calculate grade point averages for the Project Director's management decisions.
6. Assist the school counselor and administration with enrollment, withdrawals, and transfer of students; preparation of reports and student data information.
7. Maintain confidentiality of information.
8. Other duties as assigned.

Qualifications:

1. Associates degree preferred, or submit transcript demonstrating two (2) years successful (no failing grades in CORE subjects) college experience. Identify college courses that were completed using computer technology (e.g. online, assessments, etc.).
2. Demonstrate knowledge/skills using computer, printer, calculator, copier, fax machine, and shredder.
3. Must have a valid Idaho Driver's License.
4. Must have a completed Lapwai School District background check.

Working Conditions:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions, prolonged use of computer.