



Join our JP II Cardinal Family *Registrar*

John Paul II High School is a next generation Catholic college preparatory high school serving families in the DFW area. Founded in 2005, JP II is committed to forming the next generation of effective and ethical servant leaders in our community and the world. Our formative education of the whole person; academic, spiritual, emotional, and physical, leads to personal transformation. Please visit our website ([here](#)) to find out more about our mission, vision, and unity statement.

Posting Date: June 2, 2026

Posting Close Date: Until Filled

Position Start Date: July 16, 2026

Location: John Paul II High School, Plano, Texas

Essential Duties and Responsibilities of the Position

- Registers new students, verifies residency, requests records from previous schools, and inputs data into the Student Information System (SIS).
- Processes transfers, creates withdrawal packets, and sends official academic records to new schools.
- Maintains physical cumulative folders and digital databases (e.g., test scores, immunization records, and attendance logs).
- Organizes the grading process, posts grades, and processes official transcript requests for colleges, employers, and scholarships.
- Calculates and certifies Grade Point Averages (GPAs), class rank, and honor rolls.
- Compiles data submissions required by school administration, the Diocese and TCCB ED.
- Checks student records against graduation requirements, prepares diploma lists, and verifies graduates.
- Verifies academic standing for extracurricular activities, honors societies, and sports (e.g., TAPPS eligibility).
- Enforces privacy regulations regarding student records.

Position Requirements

Knowledge, Skills and Abilities:

- Able to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Has a working knowledge of the Blackbaud System used in student data input.

- Has a working knowledge of codes, regulations and laws related to student enrollment, graduation and transfers.
- Ability to routinely gather, collate, and/or classify data; and use basic, job-related equipment.
- Knowledge of telephone etiquette and operations.
- Possession of strong interpersonal skills and sound judgment.
- Ability to communicate effectively with the public, employees, and peers.
- Ability to store and file correspondence and data in an organized manner.
- Ability to use correct grammar when writing and speaking.

Education and Experience:

- Associates degree required; Bachelor's degree in related field preferred.
- Three or more years of experience as a registrar or in a related field.

Physical Requirements Specific to the Job:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

We are open to learning more about your unique background that may contribute to meaningful alternatives to the above qualifications.

Performance of this job will be evaluated annually in accordance with the policies of the Diocese of Dallas and John Paul II High School.

Letter of interest, current resume, including significant accomplishments, and non-original copies of transcripts to:

Mr. Mark Crawford
Director of Human Resources
markcrawford@johnpauliihs.org

Salary: Commensurate with experience and competitive with local schools. Benefit package included.