

Job Title: Registrar

Wage/Hour Status: Nonexempt

Reports to: Executive Director, Student Data
Management Systems

Pay Grade: Administrative Support 4

Dept./School: Assigned Campus

Date Revised: July 18, 2023

Days: 207

Primary Purpose:

Responsible for maintaining student records at the campus and district level. Process student enrollment, transfers, and withdrawals for the campus and district.

Qualifications:

Education/Certification:

High school or GED

Special Knowledge/Skills:

Ability to maintain accurate and auditable records

Ability to use personal computer and software to develop or maintain spreadsheets and databases, and do word processing

Proficient keyboarding and file maintenance skills

Basic math skills

Strong organizational, communication, and interpersonal skills

Experience:

Three years clerical experience

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Maintain physical and computerized records including student cumulative folders, progress and failure reports, class rosters, schedule changes, and grade books.
2. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases.
3. Coordinate grading process, including processing of scan sheets, verification and correction of grades, and printing and distribution of report cards.
4. Process and transmit requests for student information, including student transcripts for colleges and universities.
5. Prepare and distribute University Scholastic League (UIL) eligibility lists.
6. Calculate grade point averages, class rank, and prepare honor rolls.
7. Compile, maintain, and file all reports, records and other documents as required.

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9. Assist counselors with the enrollment, withdrawals, and transfer of students and process applicable records.
 10. Work with the Executive Director of Student Data to maintain and produce district reports for the district.
 11. Assist campus administration and counselors with the preparation of reports and student data information.

Other

12. Prepare and distribute student identification cards, bus passes, and parking stickers.
13. Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas.
14. Provide PEIMS support and training to campuses when required.
15. Maintain confidentiality of information.
16. Work at offsite location when required.
17. Perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by _____

Date _____