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| Job Title: | Registrar MS | Wage/Hour Status: | Hourly |
| Reports to: | Principal | Pay Grade: | 305 |
| Dept/School: | Assigned Campus | Date Revised: | April 26, 2023 |

Primary Purpose

Coordinate the enrollment of new and withdrawal of existing students by receiving, organizing, and maintaining student information. Enter data into the Student Information System (SIS) consisting of demographic information and PEIMS coding, as required by the District and Texas Education Agency (TEA).

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills

- Passing score on the District's clerical SET test
- Knowledge of computer technology and data entry/processing
- Familiarity with school laws and local regulation concerning attendance, residential requirements, and credit requirements
- Organizational skills

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Coordinate and assist with pre-registration and registration.
2. Request student records from sending school, disseminates to appropriate staff and enters grade/transcript information into the Student System.
3. Verify District student identification numbers, TEA numbers and follows up on PID errors with Technology Services.
4. Make necessary changes in Student Information System and provide necessary documentation for accurate PEIMS reporting.
5. Provide students grades and attendance upon request per District policy.
6. Coordinate and process student transfers and withdrawals.
7. Coordinate distribution of Responsible Persons Information on a yearly basis.
8. Assist parents, as needed, by answering questions, and verifying credits and grades.
9. Maintain and update student Academic Achievement Record (AAR)/Cumulative Record.
10. Verify and update enrollment demographic information.
11. Enroll and withdraw students throughout the year.
12. Verify and issue residence checks for students with improper residence documentation.
13. Work closely with At-Risk Coordinator the campus care team member to follow-up on all leavers.
14. Assist in in the preparation of eligibility reports.
15. Perform other duties as assigned by supervisors.

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

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

Terms of Employment

221 days: hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.