

Job Title:	Lead Registrar	Wage/Hour Status:	Hourly
Reports to:	Director, Pupil Services	Pay Grade:	307
Dept. /School:	Pupil Services	Date Revised:	May 4, 2021

Primary Purpose

Serve as a mentor for new campus registrars, assist with audits, and provide training for registrars throughout the district.

Qualifications**Education/Certification**

High School Graduate/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
- Knowledge of district and school rules, state regulations concerning attendance, residential requirements, and credit requirements
- Strong organizational, communication and interpersonal skills

Experience

Three (3) years registrar experience

Major Responsibilities and Duties

1. Assist in performing audits to include but not limited to TREX, CUM Folders, Counselor Audit Cards, and Cohorts.
2. Provide training for campus registrars.
3. Review grade placement requests.
4. Serve as a mentor for new campus registrars.
5. Serve as substitute for campuses without a permanent registrar.
6. Assist campus registrars with pre-registration and registration to include input and developing schedules and procedures.
7. Assist campus registrars in the preparation of an accurate list of graduates for verification.
8. Assist campus registrars in the verification of grade sheets.
9. Assist campus registrars in coordinating and processing the transfer and withdrawal of students.
10. Review the tabulation of student ranks.
11. Type letters related to student enrollment for various governmental agencies in the absence of the campus registrar.
12. Assign, control, and verify district student identification number and state (TEA) number in the absence of the campus registrar.
13. Assist campus registrars in the collection of PEIMS data in areas of demographics, leavers and course completions.
14. Perform other duties as assigned by supervisor.

Equipment Used

Computers, File Server, LaserJet printer, Fax Machine, Copier, and Calculator

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.