

Job Title:	Registrar/PEIMS	Wage/Hour Status:	Non-Exempt
Reports to:	Principal	Pay Grade:	305
Dept/School:	Assigned Campus	Date Revised:	June 13, 2024

Primary Purpose

Enter and maintain complete and accurate student records and PEIMS as required by the district and state Texas Education Agency (TEA).

Qualifications**Education/Certification**

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

Special Knowledge/Skills

- Passing scores on the district's clerical tests
- Knowledge of student records and PEIMS data collection
- Knowledge of computer technology terms and data entry/processing
- Knowledge of district policies and procedures, state regulations concerning enrollment, residential requirements, and credit requirements
- Strong organizational, communication and interpersonal skills

Experience

Three (3) years clerical or secretarial experience

Major Responsibilities and Duties

1. Assist with pre-registration and registration.
2. Maintain and update Academic Achievement Records/cumulative records for students.
3. Assist in the preparation of eligibility reports.
4. Archive student grades.
5. Coordinate and process the transfer and withdrawal of students.
6. Produce transcripts upon request, and log E-doc when transcripts are sent (electronic system).
7. Control and verify district student identification numbers and state (TEA) numbers.
8. Collect and input the PEIMS data in areas of demographics, leavers, and course completions.
9. Request student records from sending school and disseminate to appropriate personnel.
10. Post student high school grades.
11. Process the information for maintenance of accurate student records.
12. Handle the collection and reporting of PEIMS data.
13. Process and extract the PEIMS information.
14. Update and submit uploads required by TIS and Pupil Services.
15. Generate and forward School System reports regarding scheduling, grading, and progress reports/report cards.
16. Oversee school system processes.
17. Generate teacher Intergrade Program.
18. Perform assigned duties for the school year and summer school session.
19. Maintain confidentiality of the student records and documents.
20. Perform other duties as assigned by supervisor.

Equipment Used

PC Computers, Printer, Fax Machine, Copier, Risograph, Calculator and Scanner

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

Maintain emotional control under stress. Work with frequent interruptions, 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: _____
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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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.