

Job Title:	Registrar Assistant High School	Wage/Hour Status:	Hourly
Reports to:	Principal	Pay Grade:	303
Dept./School:	Assigned Campus	Date Revised:	November 22, 2024

Primary Purpose

Assist in maintaining complete and accurate records under the supervision of the principal and registrar.

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 SET test
- Knowledge of computer technology terms and data entry/processing
- Knowledge of District policies and procedures, state regulations concerning enrollment, residential requirements, and credit requirements
- Knowledge of student records and PEIMS (TSDS) data collection
- Strong organizational, communication and interpersonal skills

Experience

Two (2) years related experience

Major Responsibilities and Duties

1. Assist with pre-registration, registration and online registration.
2. Assist with maintaining and updating Academic Achievement Records/cumulative records for students.
3. Assist in assembling diplomas for graduation.
4. Assist in archiving grades.
5. Assist in preparing and completing letters and forms related to student enrollment for various governmental agencies.
6. Assist in verifying and issuing residence checks on new students with improper identification.
7. Assist in collecting and inputting PEIMS data in areas of demographics, and leavers.
8. Assist in issuing and processing applications for placement, waiting lists, and denials of magnet schools; contact schools and parents with results).
9. Assist in requesting student records from sending schools and disseminates to appropriate personnel.
10. Assist with maintaining the AAR/Cum Tracking Program.
11. Assist with processing of transfers.
12. Assist with transfers and withdrawals of students.
13. Assist with the production of transcripts, upon request.
14. Process records requests received from other districts and through the Texas Records Exchange System (TRES).
15. Verify student TEA numbers upon enrollment.
16. Perform other duties as assigned by supervisor.

Equipment Used

PC computers, printer, fax machine, copier, calculator and scanner

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

195 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, 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.