

Job Title:	Registrar	Wage/Hour Status:	Hourly
Reports to:	Principal	Pay Grade:	305
Dept/School:	Young Women's Academy	Date Revised:	July 11, 2022

Primary Purpose

Enter and maintain complete and accurate student records and PEIMS (TSDS) as required by the district and 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 test
- Knowledge of student records and PEIMS (TSDS) data collection
- Knowledge of computer technology terms and data entry/processing
- Knowledge of District policies and procedures, state regulations concerning enrollment, and residential and credit requirements
- Strong organizational, communication and interpersonal skills

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Provide quality customer service and professional behavior when working with staff, parents, community, and students.
2. Communicate effectively with principal, administrative staff, teachers, parents, community, and students.
3. Coordinate and assist with pre-registration, registration, online registration, and parent portal.
4. Maintain and update Academic Achievement Records/cumulative (AAR/Cum) records for students.
5. Maintain the AAR/Cum Tracking Program.
6. Prepare an accurate list of graduates for verification.
7. Assist in the preparation of eligibility reports.
8. Compile, order, receive and assemble diplomas for graduation.
9. Process the grade changes occurring after the transcription process.
10. Enroll and withdraw students according to district polity and procedures.
11. Tabulate and verify student grade point averages, rank academic awards.
12. Maintain and produce transcripts per district polities and procedures. .
13. Process records requests received from other districts and through the Texas Records Exchange System (TRES).
14. Request student records from sending school and disseminate to appropriate personnel.
15. Post high school and college grades after the counselor audit.
16. Maintain the Transcript Tracking Form.
17. Process and maintain grade level changes.
18. Process the information for maintenance of accurate student records.
19. Assist with online and paper transfer request forms
20. Prepare and complete letters and forms related to student enrollment for various governmental agencies.
21. Enter student data and follow procedures as outline, Information Technology, PEIMS Support Services and Support Services and Student and Parent Services.
22. Assist in the follow up of student leavers and the leaver self-audit process.
23. Maintain confidentiality of the student records and documents.

- 24. Assist truant officers in verifying residence by providing data and reports, as requested.
- 25. Ensure accuracy of records and reports.
- 26. Perform other duties as assigned by supervisor.

Equipment Used

Personal 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

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 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 al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.