Job Title:	Registrar	**Wage/Hour Status:**	Hourly
Reports to:	Principal	**Pay Grade:**	305
Dept/School:	Delta Academy	**Date Revised:**	April 24, 2023

Primary Purpose

Coordinate the enrollment of new and withdrawal of existing students by receiving, organizing, and maintaining student information.

Qualifications

Education/Certification
High School Diploma/ GED certificate

Special Knowledge/Skills
- Passing scores on the district's clerical tests
- Knowledge of computer technology and data entry/processing
- Familiarity with school laws and local regulation concerning attendance, residential requirements, and credit requirements

Experience
Two (2) years clerical or secretarial experience

Major Responsibilities and Duties
1. Coordinate school registration schedules and procedures.
2. Request and send transcripts.
3. Drop and register students.
4. Make folders for new students.
5. Assist the principal, administrative staff, counselors, teachers, and probation officers.
6. Register new students.
7. Input information on the SASI computer system.
8. Complete the paperwork associated with withdrawing students.
9. Request school records from other schools.
10. Complete LEP paperwork.
11. Maintain and update student folders.
12. Verify the grade sheets.
13. Coordinates the transfer and withdrawal of existing students by completing transfer and withdrawal forms for the receiving school.
14. Manage the end-of-year processing.
15. Responsible in the federal survey to identify federally connected students.
16. Provide necessary school records to Juvenile Probation Department.
17. Produce transcript copies for counselors and probation officers to ensure that students are properly placed.
18. Provide transcripts to seniors and graduates for college admission.
19. Type letters related to student enrollment for various governmental agencies.
20. Prepare a State of Texas Academic Achievement record for every student.
21. Perform other duties as assigned by the Principal.

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. Constant daily use of phone, receiving and making calls regarding students. Daily trips to front office, copy room and detention facility.

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

Amended: 04-24-23

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: _____