

<b>Job Title:</b>	Registrar	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Principal	<b>Pay Grade:</b>	305
<b>Dept/School:</b>	Delta Academy	<b>Date Revised:</b>	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

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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.