

Job Title: High School Transcripts Coordinator	Wage/Hour Status: Hourly
Reports to: Director	Pay Grade: 305
Dept./School: Student and Parent Services	Date Revised: April 30, 2021

Primary Purpose

Serve as student record retention coordinator for high schools. Process transcripts for individuals, colleges, businesses, and governmental agencies.

Qualifications**Education/Certification**

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

Special Knowledge/Skills

- Passing score on the District clerical SET test
- Knowledge of student record management procedures
- Knowledge of record maintenance
- Knowledge of retention policies and procedures
- Knowledge of computer and software applications
- Ability to compose, proofread, and edit correspondence
- Ability to interpret policies and procedures
- Ability to communicate effectively, both orally and in writing
- Strong organizational, communication, public relations, and interpersonal skills

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Maintain optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
2. Use judgment and discretion in planning work details.
3. Collect, review, and maintain certified graduation lists.
4. Verify school attendance and graduation.
5. Collect, audit, and prepare student records for microfilming.
6. Receipt, balance and make deposits.
7. Process transcript requests.
8. Compose, proofread, and/or edit correspondence.
9. Handle subpoenas and affidavits pertaining to students and student records.
10. Work with Director to update records, policies, and procedures.
11. Work independently with minimal supervision.
12. Maintain confidentiality of office records.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computers, printer, fax machine, copier, microfilm printer, typewriter, adding machine/calculator, multi-line phone system, and scanner.

Working Conditions**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; 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 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.