#### 414320 ES/MS Transcript Coordinator

Job Title:	ES/MS Transcript Coordinator	Wage/Hour Status: Non-Exempt	
Reports to:	Executive Director	Pay Grade:	304
Dept. /School:	Student and Parent Services	Date Revised	November 24, 2024

# **Primary Purpose**

Serve as student record retention coordinator for the District elementary and middle schools.

### Qualifications

### **Education/Certification**

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

### Special Knowledge/Skills

- Passing score on District clerical SET test
- Strong organization, communication, public relations, and interpersonal skills
- Knowledge of computers and software applications
- Knowledge of student record management policies and procedures.
- Ability to interpret policies and procedures
- Ability to work independently with a minimum of supervision
- Ability to effectively communicate orally and in writing

### Experience

Two (2) years related experience

#### **Major Responsibilities and Duties**

- 1. Answer correspondence pertaining to student records
- 2. Maintain optimal level of accuracy for assigned work to ensure compliance with established policies and procedures
- 3. Use judgment and discretion in planning work details
- 4. Compose, proofread, and/or edit correspondence
- 5. Collect, audit, and prepare student records for microfilming
- 6. Process requests for cumulative records, transcripts, and enrollment verification
- 7. Collect and monitor leaver reports every six weeks
- 8. Provide leaver assistance and track documentation
- 9. Forward cum folders to EPISD schools and photocopies to other districts
- 10. Ensure safe record keeping of cum folders
- 11. Assist with appeal scripting/note taking, as needed
- 12. Stay abreast of district policies and procedures
- 13. Work independently with minimum supervision
- 14. Serve as a backup for processing subpoenas and affidavits pertaining to student records.
- 15. Maintain confidentiality
- 16. Perform other duties as assigned by supervisor

## **Supervisory Responsibilities**

None

## **Equipment Used**

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

#### **Physical and Mental Job Requirements**

#### Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions occasional prolonged and irregular hours; repetitive hand motions, lifts boxes of 20-30 lbs., prolonged use of computer.

### **Terms 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 rev	viewed this job description with me and has provided me a copy
Employee:	
Date:	

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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.