

<b>Job Title:</b>	Registrar	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Coordinator Homebound Home-Hospital & Pregnancy Related Services	<b>Pay Grade:</b>	305
<b>Dept/School:</b>	Special Education Support Services	<b>Date Revised:</b>	July 1, 2024

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### Primary Purpose

Serve as a liaison for Homebound, Home-Hospital by maintaining complete and accurate records, coordinating, and facilitating in-district and out-of-district communication and processing paperwork for K – 12<sup>th</sup> grade student enrollment during placement in residential facilities and hospitals within district boundaries.

### Qualifications

#### Education/Certification

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

#### Special Knowledge/Skills

- Passing scores on the district clerical test
- Knowledge of computer technology and data entry/processing
- Knowledge of district and school rules, state regulations concerning attendance, and residential requirements
- Strong organizational, communication and interpersonal skills
- Ability to meet deadlines

#### Experience

Three (3) years related experience

### Major Responsibilities and Duties

1. Maintain all documentation regarding K – 12<sup>th</sup> grade student enrollment at residential facilities and hospitals within district boundaries.
2. Maintain K – 12<sup>th</sup> grade student records including confidential documentation sent by residential facilities and hospitals for district student enrollment.
3. Serve as liaison and coordinates communication between residential facilities staff, teachers, and student's appropriate district school of enrollment to ensure appropriate instructional services are provided.
4. Coordinate with in-district and out-of-district personnel to complete the enrollment process for K – 12<sup>th</sup> grade students in residential facilities and hospitals within district boundaries.
5. Maintain databases for residential facilities and hospital students.
6. Provide a special education database with daily updates to all required related services personnel.
7. Communicate with teachers daily to collect attendance and grades to be documented on student verification of services, obtaining program manager signature for approval, and forward to each individual students' enrolled campus.
8. Provide Special Education information to all assigned diagnosticians upon knowledge of K – 12<sup>th</sup> grade students receiving special education services at the residential facility.
9. Create rosters twice a day for elementary and secondary students admitted to residential facilities and hospitals within district boundaries and for students receiving out-patient services.
10. Maintain and forward documentation to district campuses stipulating student admittance and discharge for outpatient services at residential facilities.
11. Coordinate with in-district & out-of-district personnel to ensure dual enrollment errors are investigated and corrected, communicates with in-district personnel to follow-up on out-of-district TREX denials for students to ensure completion of enrollment.
12. Work independently receiving a minimum of detailed supervision and guidance.
13. Serve as a back-up for clock punch verifications, attendance record keeping, and student contact hours.

14. Communicate with parents to answer questions regarding services provided and maintain communication log of all phone calls.
15. Provide information to in-district and out-of-district personnel regarding residential facility procedures and enrollment.

**Equipment & Software Used**

Computers (DELL & Apple), Microsoft Office Suite, OneDrive & SharePoint, Printer, fax machine, copier, calculator, printers, modems, scanners, and multi-line telephone.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions; maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

**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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.