

Job Title: Registrar

Wage/Hour Status: Hourly

Reports to: Director Special Education Support Services

Pay Grade: 305

Dept/School: Special Education Support Services

Date Revised: April 24, 2023

Primary Purpose

Serve as a liaison for both Residential Facilities and Homebound/Home-Hospital by maintaining complete and accurate records.

Qualifications

Education/Certification

High School Diploma/GED certificate

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

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Coordinate and maintain the documentation regarding student enrollment at residential facilities.
2. Maintain student records including confidential documentation sent by residential facilities for District student enrollment.
3. Serve as liaison between residential facilities and student's appropriate District school of enrollment.
4. Coordinate the enrollment process of residential facility students.
5. Maintain a daily database of residential facility students.
6. Provide Special Education information to lead diagnostician upon knowledge of student receiving special education services at the residential facility.
7. Maintain and forward documentation to District campuses stipulating student admittance for out-patient services at residential facilities.
8. Serve as a back-up for clock punch verification on TEAMS.
9. Serve as a back-up for procurement involving requisitions and purchase orders.
10. Serve as a back-up for attendance record keeping and student contact hours,
11. Maintain communication log of all phone calls.
12. Provide information to District and out of District personnel and parents regarding residential facility procedures and enrollment.
13. Review teacher mileage for accuracy and maintain expenditure records for fund availability.
14. Maintain a monthly mileage usage database for special education and general education in-city travel.
15. Perform other duties as assigned by supervisor.

Equipment Used

PC Computers (DELL), File Server, Printer, Fax Machine, Copier, and Calculator.

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.

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.

