

Job Title: Registrar/PEIMS/Attendance Clerk/ Specialty Campus	Wage/Hour Status: Hourly
Reports to: Principal	Pay Grade: 305
Dept/School: Assigned Campus	Date Revised: February 13, 2023

Primary Purpose

Enter and maintain complete and accurate student records and PEIMS (TSDS) as required by the district and Texas Education Agency (TEA).

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's clerical test
- Knowledge of student records and PEIMS (TSDS) data collection
- Knowledge of computer technology terms and data entry/processing
- Knowledge of District policies and procedures, state regulations concerning enrollment, and residential and credit requirements
- Strong organizational, communication and interpersonal skills

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Provide quality customer service and professional behavior when working with staff, parents, community, and students.
2. Communicate effectively with principal, administrative staff, teachers, parents, community, and students.
3. Coordinate and assist with pre-registration, registration, online registration, and parent portal.
4. Maintain and update Academic Achievement Records/cumulative (AAR/Cum) records for students.
5. Maintain the AAR/Cum Tracking Program.
6. Prepare an accurate list of graduates for verification.
7. Assist in the preparation of eligibility reports.
8. Compile, order, receive, and assemble diplomas for graduation.
9. Process the grade changes occurring after the transcription process and for new students enrolling in the district.
10. Coordinate and process student transfer and withdrawals.
11. Tabulate and verify student ranks and honor awards.
12. Produce transcripts upon request.
13. Process records requests received from other districts and through the Texas Records Exchange System(TREX)
14. Verify student TEA numbered against the TEA PID system, upon enrollment.
15. Collect and input the PEIMS (TSDS) data in areas of demographics, special programs, classroom records, leavers, and course completions.
16. Collect and prepares PEIMS (TSDS) reports for PEIMS/TSDS Submission Clearings with PEIMS Support Services.
17. Request student records from sending school and disseminates to appropriate personnel.
18. Post high school and college grades after the counselor audit.
19. Maintain the Transcript Tracking Form.
20. Process and maintain grade level changes.
21. Process the information for maintenance of accurate student records.

22. Assist with online and paper transfer request forms.
23. Handle the collection and reporting of PEIMS data.
24. Update and submit upload required by TIS, PEIMS Support Services and Student and Parent Services
25. Generate and forward Student Information System reports regarding scheduling, grading, and progress reports/report cards.
26. Oversee student information system processes.
27. Perform assigned duties for school year and summer school session.
28. Maintain confidentiality of the student records and documents.
29. Communicate with parents, students, staff and other appropriate staff on a variety of attendance issues.
30. Assist campus administrators in planning attendance staff development sessions and campus procedures for teachers.
31. Assist truant officers in verifying residence by providing data and reports, as requested.
32. Prepare daily attendance reports, teacher reconciliation reports, six weeks attendance reviews and other reports, as needed.
33. Ensure accuracy of attendance records and reports.
34. Call parents to verify absences and determine reasons for a student absence.
35. Maintain attendance records per district policy and state law.
36. Maintain, process, and print the data related to attendance, including excessive absence letters.
37. Assist the administrator in processing records for truancy prevention and court referrals.
38. Notify the principal of teachers who do not take attendance daily.
39. Maintain a log of students who leave and return to school daily.
40. Follow the procedures as outlined in the district's attendance handbook.
41. Maintain, review, and code the absence codes in the student information system.
42. Perform other duties as assigned by supervisor.

Equipment Used

Personal computers, printer, fax machine, copier, risograph, calculator and scanner

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions/maintains 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

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: _____

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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 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.