AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**REGISTRAR**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**NIS 7**	DUTY DAYS:	**260**	DATE REVISED:	**11/11/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A high school diploma, or equivalent is required. Two (2) years of college or equivalent training or job experience is preferred. Three (3) years of related work experience is preferred.

SKILL REQUIREMENTS:

This position requires the ability to evaluate transcripts. Incumbent must be able to communicate, interact and work effectively and cooperatively with people from diverse backgrounds. An ability to communicate, promote and follow State Board of Education and Austin ISD policies, including building and department procedures, is required. Incumbent must have excellent organizational skills, the ability to manage multiple tasks with frequent interruptions, and critical thinking and problem-solving skills. Incumbent must have the ability to maintain confidentiality in all aspects of the job. This position requires operating knowledge of and experience with personal computers and experience with, but not limited to: Google Workspace, and/or TREx. Experience with typical office equipment (telephones, copier, fax machine, email, etc.) and experience with student database systems.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent performs specialized administrative duties involving registration of new students such as evaluation of transcripts. This includes an in-depth understanding of transcription coding for both state and District reporting. Incumbent is responsible for all phases of data collection and documentation related to student demographics, student records, academic records, and verification of UIL eligibility. This position may perform clerical duties related to the collection, entry, and maintenance of state-reportable student information and provide support for campus verification processes for state reporting through the Public Education Information Management System (PEIMS), in accordance with district policies and PEIMS & Data Quality Department procedures, as assigned by the campus principal or designee.

ESSENTIAL FUNCTIONS:

- Maintain student academic records and process requests for information and transcripts. Process new student records, including requesting transcripts and records from other schools according to federal and state laws, District policies, and procedures at the campus level.
- Coordinate grade reporting process, including verification and correction of grades and preparation and distribution of report cards.
- Certify student eligibility and prepare and distribute University Scholastic League (UIL) eligibility lists.
- Calculate grade point averages, class rank, and prepare honor rolls.
- May perform clerical duties related to the collection, entry, and maintenance of state-reportable student information and provide support for campus verification processes for state reporting through the Public Education Information Management System (PEIMS), in accordance with district policies and PEIMS & Data Quality Department procedures, as assigned by the campus principal or designee.

- Prepare enrollment, withdrawals, and transfer of students.
- Assist campus administration and counselors with the preparation of reports and student data information.
- Compile, maintain, and file all reports, records and other documents as required. Prepares a variety of reports, files, correspondence, and forms of a specialized nature.
- Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas.
- Maintain confidentiality of information.
- Registration of new students and completion of all necessary paperwork and notifications related to registration.
- Evaluation of transcripts for accuracy.
- Validation of credits in preparation for tracking of student graduation status.
- Review and verification of individual student detail reports for class ranking purposes, Validate valedictorian, salutatorian, and highest-ranking student honors.
- Process and transmit student transcripts to secondary, post-secondary institutions, and other institutions, as requested, through TREx and other systems determined by the Austin ISD as required and/or the U.S. Postal System.
- Preparation of a variety of reports, files, correspondence, and forms of a specialized nature.
- Maintains permanent student files and data.
- Checks report cards for errors.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: standard office environment or in a school office environment;frequent interruptions

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

AUSTIN ISD
JOB DESCRIPTION

PERSONAL WORK RELATIONSHIPS:

Incumbent reports directly to the school principal and/or assistant principal, with no direct supervisory responsibilities. Incumbent will provide guidance and consultation to other Austin ISD schools and offices as well as State Welfare, Armed Forces Recruiting office, FBI, colleges, universities, parents, and students.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	