

AUSTIN ISD JOB DESCRIPTION

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| JOB TITLE: | COORDINATOR SEC REGISTRAR | | | PAY GRADE: | CAD 1 |
| DUTY DAYS: | 226 | FLSA STATUS: | EXEMPT | DATE REVISED: | 08/13/2025 HC |
| FUNDING SOURCE: | THIS POSITION IS LOCALLY FUNDED. | | | | |

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university is preferred. Three (3) years of related registrar experience is required; preferably at the secondary level. Three (3) years of supervisory experience is preferred. Fluency in Spanish is preferred. A valid Texas driver's license is required. This position may require district-wide travel to campuses.

SKILL REQUIREMENTS:

This position must have a high level of knowledge of policies, procedures, and legal requirements for student enrollment, school transfer, withdrawal, attendance, and related areas. This position must have a high level of knowledge of the State and District reporting of student records, and the information related to all PEIMS state reporting, transcription coding and evaluation of transcripts. Incumbent must be able to communicate, interact and work effectively and cooperatively with people from diverse backgrounds. The 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: Microsoft Word, Excel, eDocs, Texas Records Exchange (TREx), and other related resources. Experience with typical office equipment (telephones, copier, fax machine, email, etc.) and experience with student database systems.

JOB PURPOSE AND RESPONSIBILITY:

This position will coordinate and support the operations of the AISD Secondary Registrars that enroll, transfer, and withdraw students and evaluate student transcripts at the campus level. The incumbent will provide training, guidance and coordination for all Secondary Registrars and assisting staff. Incumbent will coordinate the specialized administrative duties involving registration of new students and support the evaluation of transcripts. This includes an in-depth understanding of the enrollment, school transfer, and withdrawal process, attendance coding, and transcription coding for both State and District reporting (PEIMS). Incumbent is responsible for supporting data collection and documentation related to student demographics, student records, academic records, and verification of UIL eligibility.

ESSENTIAL FUNCTIONS:

- Provide annual, ongoing, and real-time professional learning, resources, and training for secondary campus registrars and related support staff.
- Provide guidance and assistance on the secondary campus registrar processes, including the preparation of reports and student data, for secondary campus registrars, campus administration, and counselors.
- Collaborate with the Counseling Department, Accountability and PEIMS Department, and Student Data Management Department to support the process and transmission of student transcripts to secondary, post-secondary

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institutions, and other institutions, as requested, through Texas Records Exchange (TREx) and other systems determined by the Austin ISD as required and/or the U.S. Postal System.

- Collaborate with the Counseling Department, Accountability and PEIMS Department, and Student Data Management Department to support campuses with processing of new student records, including requesting transcripts and records from other schools, and entering student data into appropriate databases.
- Collaborate with the Counseling Department, Accountability and PEIMS Department, and Student Data Management Department to support the campus physical and computerized records including student cumulative folders, progress and failure reports, class rosters, schedule changes, grade books, attendance records, transcripts, and related items.
- Collaborate with the Counseling Department, Accountability and PEIMS Department, and Student Data Management Department to support campuses with district grading policies and processes, including processing of scan sheets, verification and correction of grades, and printing and distribution of report cards.
- Collaborate with the Counseling Department, Accountability and PEIMS Department, and Student Data Management Department to run edits, reports, and conduct verification checks on data to ensure accuracy of information.
- Distribute edits and reports to appropriate staff for analysis, verification, and correction.
- Collaborate with the Counseling Department, Accountability and PEIMS Department, and Student Data Management Department to support the District processes and transmission of requests for student information, including student transcripts for colleges and universities.
- Collaborate with the Counseling Department, Accountability and PEIMS Department, and Student Data Management Department to support the preparation and distribution of University Scholastic League (UIL) eligibility lists; assure the certification of student eligibility, preparation and distribution of University Scholastic League (UIL) eligibility lists are accurate and meet the AISD standards.
- Collaborate with the Counseling Department, Accountability and PEIMS Department, and Student Data Management Department to support the processes for the review, documentation, and verification of individual student detail reports for class ranking purposes, validate valedictorian, salutatorian, and highest-ranking student honors.
- Prepare a variety of reports, files, correspondence, and forms of a specialized nature.
- Collaborate with the Counseling Department, Accountability and PEIMS Department, and Student Data Management Department to review report cards, transcripts and records for errors.
- Collaborate with the Counseling Department, Accountability and PEIMS Department, and Student Data Management Department to ensure campus systems are aligned with district guidelines.
- Serve as a district support designee and/or resource for appeals as needed.

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- Respond to requests from the Superintendent, District Leadership, and the Board of Trustees in a timely manner; respond to requests from campus staff, community members, and families in a timely manner.
- Prepare and present information, timelines, and data at campus, district, Board, and community meetings and other appropriate communication routes such as Board Updates and Principals Weekly publications as needed.
- Collaborate with the Accountability and PEIMS Department, Counseling Department, and Student Data Management Department to: support the collection, integration, and formatting of all data required for PEIMS submission according to PEIMS Data Standards; support campus personnel and the campus administration to collect, organize, and format data required to submit district PEIMS data in a timely manner; support the submission and completion of accurate PEIMS data in Texas Education Agency (TEA) prescribed format to education service center (ESC) for processing using computer terminal or personal computer; support the verification of data submitted to TEA and submit corrections in a timely manner; help provide training and support to campuses and staff responsible for processing PEIMS data; receive PEIMS-related information from ESC and TEA and disseminate it to other staff in a timely manner, including updates to PEIMS Data Standards; attend regional PEIMS workshops and disseminate information to appropriate staff.
- 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 computer and peripherals

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Standard office setting, occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

Incumbent reports directly to the appropriate supervisor of the department. Incumbent will provide guidance and consultation to Austin ISD campuses.

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,

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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: