



JOB DESCRIPTION

Job Title:	Middle School Registrar	Status:	Non-Exempt
Reports to:	Principal	Terms:	196 days
Pay Grade:	Cler Tech Pay Grade 2	Salary Range:	\$21,229-25,888
		Date Revised:	October 8, 2025

Position Requirements:

Maintain accurate attendance records for the campus. Under direct supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades. Under direct supervision provide reception and clerical assistance for the efficient operation of the campus office.

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding skills
Effective organization, communication, and interpersonal skills
Ability to follow written instructions
Ability to operate multi-line phone system
Bilingual Spanish preferred

Experience:

One year clerical experience in office setting

Duties/Responsibilities:

1. Input PEIMS data
2. Prepare PEIMS reports
3. Register students
4. Work with PEIMS department to reconcile report data
5. Work with parents to gather registration information

6. Collect and enter attendance and PEIMS data into established database and verify accuracy of according to established procedures
7. Prepare and print reports, including attendance reports, grades, class or personnel rosters, end-of-semester reports, or accounting reports
8. Maintain physical and computerized records, including student cumulative folders, progress and failure reports, class rosters, grade books, and schedule changes if applicable
9. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases
10. Assist parents, students, and faculty with questions regarding student attendance
11. Process and transmits requests for student information and transcripts
12. Call parents to verify student absences as needed
13. Report all attendance problems to designated administrator
14. Receive and direct incoming calls, take reliable messages, and route to appropriate staff
15. Greet and direct campus visitors
16. Assist parents in checking students in and out of school
17. Receive, sort, and distribute mail, messages, documents, and other deliveries
18. Assist with the receipt and distribution of student materials, including homework requests
19. Maintain visitor log and issue visitor passes
20. Participate in meetings, training, and special events
21. Complete assignments accurately in a timely manner
22. Keep informed and comply with all state and district policies and regulations concerning primary job functions
23. Assist in campus office as needed.
24. Maintain confidentiality.
25. Other duties as assigned.

The Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.

Employee's Signature _____

Date _____

Supervisor's Signature

Date
