POSITION TITLE: District Registrar

CONTRACT LENGTH: 12M

DATE: 04/30/09

DATE OF LAST REVISION: 12/16/19

JOB CODE: AD0195

PAY GRADE: 30

FLSA EXEMPTION STATUS: E

Job Family – Administration

JOB SUMMARY
Manages functions within the District Registrar’s team to ensure compliance with district and state policies as related to registration, graduation requirements, CCMR, and PEIMS data information. Provides professional development and guidance on policies and procedures to all campus-based registrars.

MAJOR DUTIES & RESPONSIBILITIES

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<tr>
<th>List most important duties first</th>
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<tr>
<td>1. Develops and oversees the implementation of district policies and procedures to ensure compliance with Texas Education Agency (TEA) and State Board of Education (SBOE) rules regarding student records related to registration, graduation requirements, and CCMR.</td>
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<td>2. Supervises the team that conducts transcript audits related to graduation requirements at each of the HISD high schools. Additionally, supervises the gathering of any transcription or graduation data for audits by any other departments or agencies.</td>
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<td>3. Rules on disputes or discrepancies related to course credit, grade placement, promotion, retention, and graduation.</td>
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<td>4. Administers and oversees the department’s professional develop, including the monthly new registrar meetings. Assigns staff to organize and implement training for 280 campus registrars regarding student enrollment/withdrawals, cumulative records, and the submittal of student records request through the state TREX system.</td>
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<td>5. Supervises the translation or records/transcripts for student transferring to HISD from another state, country, or a private school.</td>
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<td>6. Collaborates with other HISD departments regarding student records, personal graduation plans, CCMR, and PEIMs data information.</td>
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<td>7. Performs other job-related duties as assigned.</td>
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## Job Description

**Houston Independent School District**

### EDUCATION
Bachelor's Degree

### WORK EXPERIENCE
5 to 7 years of school-based experience, including 3 to 5 years as a high school registrar
Will consider candidates with experience as school counselor, assistant principal, or dean who have at least 3 years of experience as a student scheduler at the high school level.

### TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
- Teacher Certification
- Microsoft Office, Office equipment (e.g., computer, copier)
- SAP, Chancery

Must attend trainings to be an expert regarding all changes to graduation requirements, course requirements, and PEIMS data related to these areas.
Must have the ability to get from one HISD building to another during the work day.

### LEADERSHIP RESPONSIBILITIES
Manages. Accomplishes the majority of work objectives through the management of direct reports. Provides day-to-day direction to staff; may become directly involved, as required, to meet schedules and resolve problems. Responsible for assigning work, meeting completion dates, interpreting and ensuring application of policies and procedures. Receives assignments in the form of objectives, with goals and the process by which to meet goals. Provides input to hiring, performance and budget.

### WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

### BUDGET AUTHORITY
No budget development activity is required.

### PROBLEM SOLVING
Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

### IMPACT OF DECISIONS
Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.

### COMMUNICATION/INTERACTIONS
Negotiate and influence – interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

### CUSTOMER RELATIONSHIPS
Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor and becomes involved in the customer's decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.
WORKING/ENVIRONMENTAL CONDITIONS
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.