

## Job Description

# Registrar

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<b>Job Title:</b>	Registrar	<b>Exemption Status/Test:</b>	Nonexempt
<b>Reports to:</b>	Campus Principal	<b>Days per Year:</b>	210
<b>Dept./School:</b>	Assigned Campus		

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### Primary Purpose:

Responsible for maintaining student academic records at the campus level under minimal supervision. Process student enrollment, transfers, and withdrawals for the campus.

### Qualifications:

#### Education/Certification:

High school or GED

#### Special Knowledge/Skills:

Ability to maintain accurate and auditable records.

Ability to use software to develop or maintain spreadsheets and databases and do word processing

Proficient keyboarding and file maintenance skills.

Basic math skills

Strong organizational, communication, and interpersonal skills

#### Experience:

2 years of clerical experience.

### Major Responsibilities and Duties:

#### Records, Reports, and Correspondence

1. Maintain student academic records and process requests for information and transcripts. Process new student records, including requesting transcripts and documents from other schools.
2. Coordinate the grade reporting process, including verifying and correcting grades and preparing and distributing report cards.
3. Prepare and distribute University Scholastic League (UIL) eligibility lists.
4. Calculate grade point averages, and class rank, and prepare honor rolls.
5. Process enrollment, withdrawals, and transfer of students.
6. Assist campus administration and counselors with the preparation of reports and student data information.
7. Compile, maintain, and file all reports, records, and other documents as required.

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**Other**

8. Process student attendance and maintain records related to truancy.
9. Maintain confidentiality of information.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computers 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:** May work prolonged or irregular hours

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

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This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.