

JOB DESCRIPTION

Position: Secretary, Elementary Registrar/Attendance

Pay Grade: CP4

Duty Days: 205

Salary: KISD Current Staff Compensation Plan

Qualifications:

- High School Diploma or GED
- Skilled in Microsoft Office Suite
- Advanced computer technical skills

Duties include but are not limited to the following:

- Greet students, parents, and staff and provide assistance in person, via telephone, email, etc.
- Complete enrollment for all new and returning students (demographics, grade level, special programs, contacts) and enter the data into the student information system
- Process student withdrawals
- Complete PEIMS data research (demographic updates, leavers, attendance, special programs, etc)
- Complete and send records electronically (TREx) to other Texas public schools as well as mail Verification of Enrollments to private and out of state schools for withdrawn students
- Request records electronically (TREx) from other Texas public schools for new students
- Prepare and mail record request for new students coming from private or out of state schools
- Prepare materials for Kindergarten roundup and enter data
- Collect and monitor Power of Attorney forms and Address Affidavits
- Provide enrollment documentation when requested by parents, attorneys, CPS or subpoenas and maintain records of these requests
- Coordinate all grade entry for progress reports and report cards. Correct all incomplete grades and make all grade changes verified by school administration in the student information system
- Certify the accuracy of student data for all PEIMS submissions as well as weekly PET submissions
- Secure and maintain student cumulative folder of all current and withdrawn students
- Manage transfers of cumulative folders and records at the end of the school year to the appropriate Intermediate campus
- Enter 5th grade students course requests for their 6th grade year
- Track buses and pin numbers for all students
- Complete TEA enrollment audits twice each year
- Maintain records for pupil attendance accounting as prescribed by the Student Accounting Handbook
- Monitor excessive absences, excused absences, tardies and doctor notes
- Certify early dismissals
- Maintain a yearly attendance audit trail for TEA
- Prepare, monitor and retain weekly teacher verification of attendance
- Prepare and enter data in Harris County's Stay in School database for trancies
- Verify the absences of students with parents each day
- Cover the front office and perform lunch duty and bus/carpool duty
- Prepare the master schedule and Scheduling of individual students
- Coordinate school pictures
- Prepare Classification reports for school administration
- Must be proficient in Word, Outlook and Excel

Work Conditions:

- Maintain emotional control under stress
- Frequent repetitive hand and wrist activities
- Moderate standing, stooping, bending and lifting

USE THIS IF EMPLOYEE IS SIGNING JOB DESCRIPTION

Date _____

Signature _____

A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.

Both In-district and Out-of-district applicants should submit an application, and upload resume and copies of educational credentials and certifications (if applicable) through our online application process.

The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.