

JOB DESCRIPTION

Position: High School Registrar Secretary

Pay Grade: CP4

Duty Days: 215

Salary: KISD Current Staff Compensation Plan for Paraprofessionals

Qualifications:

- High School Diploma or GED.
- Basic phone and computer skills.

Duties include but at not limited to the following:

- Greet students, parents, and staff and provide assistance in person, via telephone, and/or fax.
- Knowledgeable in word processing, database, and spreadsheet.
- Input data for new and current students in Student Information System. (Demographic, grade entry, etc.)
- Complete enrollment process for all new students.
- Complete PEIMS data research, computer entry and maintenance. (Demographic updates, leaver codes, drop out data, etc.)
- Maintain cumulative folders of withdrawn students and graduates.
- Process student withdrawals.
- Complete record requests. Serve as liaison to other schools and agencies regarding student records.
- Prepare student records for graduation process and ceremony.
- Process transcript requests for colleges, universities, and military recruiters.
- Provide enrollment information upon request for students and parents. (Social security benefits, insurance, court cases, child support.)
- Assist in maintenance of office machines. (Fax, copier, etc.)
- Performs other duties as requested by the registrar.
- Reports directly to the registrar.

Work Conditions:

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

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.