



**JOB TITLE:** Secretary - Registrar Intermediate  
**DATE REVISED:** May 20, 2025  
**REPORTS TO:** Campus Principal  
**DEPARTMENT/CAMPUS:** Campus Assigned  
**PAY GRADE/DUTY DAYS:** CP4, 205  
**FLSA:** Non-Exempt

#### **JOB PURPOSE SUMMARY:**

This position is responsible for managing student enrollment, records, scheduling, and attendance while serving as a key point of contact for families, staff, and external agencies. The role ensures accurate data entry and reporting in compliance with state and district requirements, including PEIMS, TEA audits, and student information systems.

#### **KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:**

##### ***Student Registration Management:***

1. Serve as a primary point of contact by professionally greeting and assisting students, parents, staff, and visitors in person, by phone, and through electronic communication.
2. Process student enrollments for all new and returning students by entering demographic information, grade level placement, special program data, and contact details into the student information system.
3. Manage student withdrawals and ensure accurate data entry and recordkeeping.
4. Request and transmit student records electronically through the Texas Records Exchange (TREx) system for both incoming and outgoing students; prepare and mail record requests to and from private and out-of-state schools as needed.
5. Monitor and organize Power of Attorney forms and Address Affidavits submitted by families.
6. Coordinate data entry for progress reports and report cards; ensure the accuracy of grades by correcting incomplete entries and implementing grade changes as verified by campus administration.
7. Maintain secure cumulative folders for both current and withdrawn students; manage the end-of-year transfer of cumulative records to designated Intermediate campuses.
8. Input course requests for rising 6th-grade students.
9. Provide assistance with school operations, including front office coverage, lunch duty, and bus/carpool supervision.
10. Prepare and manage the school's master schedule and coordinate individual student scheduling.
11. Organize and facilitate school picture day logistics.
12. Compile and generate classification reports for administrative review.
13. Demonstrate proficiency in Microsoft Word, Outlook, and Excel for various administrative and reporting functions.

##### ***Compliance:***

14. Conduct and certify data verification for all Public Education Information Management System (PEIMS) submissions, as well as weekly Public Education Tracking (PET) updates.
15. Perform research and updates to PEIMS data, including demographics, leavers, attendance, and special programs.

16. Respond to formal requests for enrollment documentation from parents, legal representatives, Child Protective Services (CPS), or in response to subpoenas; maintain secure documentation of such requests.
17. Execute Texas Education Agency (TEA) enrollment audits biannually and maintain all required documentation.
18. Maintain and certify student attendance records in accordance with the Texas Student Attendance Accounting Handbook.
19. Monitor and document excessive absences, tardies, and excused absences; verify absences with parents daily and certify early dismissals.
20. Retain all necessary documentation for attendance-related TEA audits and prepare weekly teacher attendance verification reports.
21. Enter and manage truancy-related data in the Harris County Stay in School database.
22. Performs all duties and tasks in a manner consistent with all applicable policies, procedures, and practices within the Department and District, with all applicable local, state, and federal regulatory requirements, as well as with all applicable guidelines, standards, and requirements as set forth by governing bodies including, without limitation, Texas Health & Human Services, Texas Education Code, State Board of Education, Texas Education Agency, and Texas Association of School Boards.
23. Maintains relevant and up-to-date understanding, working knowledge, and proficiency of current best practices, as well as state and federal mandates for proper implementation and application of Response to Intervention, Targeted Instruction, and Multi-Tiered Instructional models.
24. Fulfills all applicable Texas state mandated continuing professional education requirements applicable to the credentialing requirements of the job.
25. Demonstrates applicable standards and practices of professional conduct and care in the performance of the job function.
26. Monitors respective work activity, and the work activity of others, for variances and anomalies.
27. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
28. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
29. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

**General:**

30. Consistently demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
31. Assists department leadership in the compilation of miscellaneous confidential reports.
32. Attends departmental and District meetings, as required.
33. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
34. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
35. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
36. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
37. Performs other duties as assigned.

**MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS**

**Secretary - Registrar Intermediate**  
**Job Description**

- High School Diploma, or equivalent GED
- One year of experience working in a clerical role or similar capacity; or
- An equivalent combination of education and experience

**CORE KNOWLEDGE, SKILLS & ABILITIES:**

Consider the most important knowledge, skills and abilities and add them here. Here is a (not exhaustive) list of Core KSA's. There are a few below as examples. Additional resources are available on [onetonline.org](http://onetonline.org) (search for similar job and scroll to see skills, knowledge and abilities)

(remove this explanation from JD)

**Organization** - Uses resources effectively and efficiently, arranges information and data in a useful manner, assembles and orchestrates resources to meet departmental deadlines.

**Attention to Detail** – Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.

**Communication (Written & Verbal)** – Conveys verbal and written information using effective techniques and approaches that provide clarity, promote teamwork, and drive efficiency.

**Interpersonal Skills** – Exhibits the ability to excel in a team atmosphere, working towards a common goal while adhering to departmental deadlines and district guidelines.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

This position requires frequent sitting, walking, standing, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. The working environment consists of an indoor and climate-controlled setting the majority of the time.

**EMPLOYEE ACKNOWLEDGEMENT:**

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

**Employee Printed Name:** \_\_\_\_\_ **Employee ID Number:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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