



## REGISTRAR, ES

Rev. July 2025

**Job No.:** 5209  
**Reports to:** Principal  
**Dept./Campus:** Campus

**FLSA Status:** Non-exempt  
**Pay Grade:** 502  
**Term:** 210 Days

### PRIMARY PURPOSE:

To ensure the smooth and efficient operation of an organized registrar's office in order to coordinate the student body and staff toward the pursuit of maximizing quality student education.

### MAJOR RESPONSIBILITIES AND DUTIES

- Maintain physical and computerized records including student cumulative folders, coordinate grading process, verification and correction of grades, progress and failure reports, test scores, scheduling, and student transfer process.
- Process new student records, including requesting records from other schools, setting up cumulative folder, and entering information into student database.
- Generate withdrawal records for withdrawing students, notify affected staff.
- Collect, enter and maintain attendance into student database including the update of parent/doctor notes, daily attendance summary, six weeks attendance reports, and verify accuracy, according to established procedures.
- Prepare student data and teacher data for PEIMS reporting, verify for accuracy.
- Assist campus administration with preparation of reports and student data information.
- Review legal documents and identify legal requirements that affect students while at school.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None.

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in administrative or accounting support work in office setting, preferably in public education environment.

#### Knowledge/Skills/Abilities:

- Knowledge of basic office software including Excel.
- Skill in accuracy of data entry and file maintenance.
- Ability to communicate effectively; manage multiple priorities and projects; use computer and application software; work well within a team; and maintain accurate and auditable records.

#### Mental/Physical/Environmental Demands:

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.

- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.