



## REGISTRAR, SUMMER

Rev. May 2024

**Reports to:** Asst. Dir of Student Support Services  
**Dept./Campus:** Student Support

**FLSA Status:** Non-exempt  
**Term:** June/July sessions

### PRIMARY PURPOSE:

To ensure the smooth and processing of summer student registrations.

### MAJOR RESPONSIBILITIES AND DUTIES

- Utilize programs to assist the registration process; eSchool, Powerschool, TRex, Excel
- • Review online registrations for missing documents.
- • Complete registrations for Prekindergarten - 12th grade.
- • Evaluate and identify qualification documents for Prekindergarten registrations.
- • Communicate with parents via email, by phone or in person in regards to their student's registration.
- • Assemble student files with all pertinent documents to give to Campus Registrars.
- • Keep clear and concise notes on all Summer registrations to pass on to Campus Registrars.
- • Maintain physical and computerized records.
- • Collaborate with Registrar Specialists to improve processes.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None.

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- High School Diploma or GED.  
Current or Recent Leander ISD campus registrar experience.

#### Knowledge/Skills/Abilities:

- Ability to communicate effectively with students, parents, and staff; manage multiple priorities and projects; use computer and application software; maintain auditable records; have a high level of accuracy in data entry and file maintenance; execute quality client service; and work well in a team.

### 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.
- 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 add, subtract, multiply, divide and to record, balance and check results for accuracy.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.



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- 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 emotional control under stress.