



LIBERTY HILL ISD

Office of Human Resources

Job Description: Attendance/Registrar, Elementary

Job Title: Attendance/Registrar, Elementary

FLSA: Non-Exempt

Reports to: School Principal

Funding Source: Local

Dept/Campus: Campus

Pay Grade: 204

Date Revised: January 2024

Contract Term: 207 Days

PROFILE OF A LIBERTY HILL EDUCATOR

Liberty Hill ISD Educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

PRIMARY PURPOSE

Accurately maintain and document student attendance and academic records. Perform data entry tasks for attendance, Public Education Information Management System (PEIMS) data, and student grades. Manage the procedures for student enrollment, transfers, and withdrawals

QUALIFICATIONS

Education/Certification

- High school diploma or GED.

Knowledge/Skills/Abilities

- Ability to maintain accurate and auditable records.
- Ability to use software to develop or maintain spreadsheets and databases and do word processing.
- Basic math skills.
- Strong organizational, communication, and interpersonal skills.
- Ability to use software to develop spreadsheets and databases, and do word processing.
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance.
- Ability to meet established deadlines.

Experience

- 2 years data entry experience preferred.



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MAJOR RESPONSIBILITIES AND DUTIES

- Collect and enter attendance and PEIMS data into an established database and verify accuracy according to prescribed procedures.
- Contact parents/guardians to verify student absences as needed and report attendance problems to the designated administrator.
- Assist parents, students, and faculty with questions regarding student attendance.
- Maintain student academic records and process requests for information and transcripts. Process new student records, including requesting records from other schools.
- Coordinate grade reporting process, including verification and correction of grades and preparation and distribution of report cards.
- Prepare honor rolls.
- Assist campus administration and counselors with the preparation of reports and student data information.
- Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.
- Maintain confidentiality of information.
- Follow district safety protocols and emergency procedures.
- Assist in the campus office as needed.

SUPERVISORY RESPONSIBILITIES

- None.

MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS

- Tools/Equipment Used: Standard office equipment including personal computer and peripherals.
- Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.
- Lifting: Occasional light lifting and carrying (less than 15 pounds).
- Environment: May work prolonged or irregular hours.
- Mental Demands: Work with frequent interruptions; maintain emotional control under stress.



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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.

Employee Name (printed): _____

Employee Signature: _____ Date: _____