



Job Description

Montgomery Independent School District

Job Title: Registrar

Exemption Status/Test: Nonexempt

Reports to: Principal

Date Revised: April 2025

Dept./School: Assigned Campus

Primary Purpose:

Responsible for maintaining student academic records at the campus level under minimal supervision. Process student enrollment, transfers, and withdrawals for the campus.

Qualifications:

Education/Certification:

Applicant must be at least 18 years of age
High school or GED

Special Knowledge/Skills:

Ability to maintain accurate and auditable records
Ability to use software to develop or maintain spreadsheets and databases and do word processing
Proficient keyboarding and file maintenance skills
Basic math skills
Strong organizational, communication, and interpersonal skills

Experience:

3 years clerical with experience in education preferred

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Maintain student academic records and process requests for information and transcripts. Process new student records, including requesting transcripts and records from other schools.
2. Coordinate grade reporting process, including verification and correction of grades and preparation and distribution of report cards.
3. Prepare and distribute University Scholastic League (UIL) eligibility lists.
4. Calculate grade point averages, class rank, and prepare honor rolls.
5. Assist counselors with the enrollment, withdrawals, and transfer of students.
6. Assist campus administration and counselors with the preparation of reports and student data information.
7. Compile, maintain, and file all reports, records and other documents as required.



Job Description

Montgomery Independent School District

Other

8. Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas when applicable (high school level).
9. Maintain confidentiality of information.
10. Follow district safety protocols and emergency procedures.
11. Completes daily attendance and corresponding attendance reports when applicable (elementary level).

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____