



TITLE:	Registrar, Elementary	STATUS:	Non-Exempt (At-Will)
REPORTS TO:	Campus Principal/PEIMS Coordinator	TERMS:	199 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	PT5

PRIMARY PURPOSE:

Responsible for maintaining student records at the campus level. Process student enrollment, transfers, and withdrawals for the campus. Develop and maintain the master schedule.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Acceptable skill in clerical tasks, including the use of computers

Ability to appropriately communicate with staff at all levels, students, district patrons, and parents

Ability to exercise good judgment and work in an environment with frequent interruptions and competing priorities.

Ability to prepare maintain accurate and auditable records

Proficiency in the usage of email and the following software: accounting, PEIMS database, internet, and word processing.

Ability to proficiently use the following programs strongly preferred: MS Word, MS PowerPoint, Publisher and Excel.

Bilingual, preferred

Such additions or alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

At least one year's experience with clerical or related duties

Previous PEIMS experience preferred

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

Essential Functions:

1. Collect and enter PEIMS data into established database and verify accuracy of data according to established procedures.
2. Maintain the Texas Records Exchange (TReX) program for the campus.
3. Process new student enrollment records and enter student data into appropriate databases.
4. Acquire and process all appropriate documentation necessary for student transfers.
5. Generate and distribute returning student packets.



6. Review student data and ensure accuracy.
7. Ensure that all campus PEIMS PID/PET data is error free.
8. Process campus withdrawals, ensuring information and codes are accurate.
9. Maintain the campus master schedule.
10. Maintain physical and computerized records including student cumulative folders, progress and failure reports, class rosters, and schedule changes.
11. Maintain physical and computerized records, including student cumulative folders, class rosters, and schedule changes if applicable.
12. Maintain all student schedules and schedule changes.
13. Maintain all special program data on campus students.
14. Assist federal and state education officials, district patrons and other officials from other public school districts, as required.
15. Attend all district PEIMS meetings and trainings.
16. Observe all safety rules and keep work area clean and orderly at all times.
17. Meet regular and predictable attendance requirements.
18. Maintain confidentiality of information.
19. Perform other duties, as assigned by the supervisor.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date