



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

PRIMARY PURPOSE:

Maintain and ensure accuracy of student records at the campus level. Process student enrollment, transfers, and withdrawals for the campus. Collect, deposit, disperse, reconcile and account for all monies from student activity and fund accounts.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

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

Good communication skills (verbal and written)

Ability to maintain emotional control under stress

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, internet, and word processing.

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

Bilingual, preferred

Good organizational skills

Such additions and 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, preferably in public education environment.

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. Maintain the Texas Records Exchange (TReX) program for the campus.
2. Process new student records, including requesting transcripts and records from other schools. Create and organize cumulative folders.
3. Maintain physical and computerized records.



4. Assist counselors with the enrollment, withdrawals and transfers of students and process applicable records.
5. Review student data and ensure accuracy.
6. Demonstrate expertise in and complies with applicable federal, state and district policies and procedures. Able to research information and cite sources when requested.
7. Maintain a current filing system in accordance with district guidelines. Locate filed documents upon request.
8. Attend district PEIMS meetings and trainings.
9. Assist attendance clerk as needed.
10. Collect, deposit, disburse and account for all monies from student accounts in accordance with district student activity fund regulations.
11. Conduct monthly reconciliation of student activity and fund accounts. Prepare a monthly self-audit (see activity fund regulation). Keep supervisor advised of monthly account balances and results of the self-audit.
12. Maintain confidentiality of information.
13. Meet regular and predictable attendance requirements.
14. Observe all safety rules and keep the work area clean and orderly at all times.
15. 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