TITLE:	**Registrar, High School**	**STATUS:**	**Non-Exempt/At-Will**
REPORTS TO:	**Campus Principal**	**TERMS:**	**217 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.

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Basic math skills
Proficient typing, keyboarding, and file maintenance skills
Strong organizational, communication, and interpersonal skills
Ability to use a computer and software to develop or maintain spreadsheets and databases, and do word processing
Ability to maintain accurate and auditable records
Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

Three years' clerical experience

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.)

Essential Functions:

1. Maintain physical and computerized records including student cumulative folders, progress and failure reports, class rosters, schedule changes, and grade books.
2. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases.
3. Coordinate grading process, including processing of scan sheets, verification and correction of grades, and printing and distribution of report cards.
4. Process and transmit requests for student information, including student transcripts for colleges and universities.
5. Prepare and distribute University Scholastic League (UIL) eligibility lists.
6. Calculate grade point averages, class rank, and prepare honor rolls.

7. Assist counselors with the enrollment, withdrawal, and transfer of students and process applicable records.
8. Assist campus administration and counselors with the preparation of reports and student data information.
9. Collect and enter PEIMS data into established database and verify accuracy according to established procedures.
10. Meet regular and predictable attendance requirements.
11. Observe all safety rules and keep work areas clean and orderly at all times.
12. Maintain confidentiality of information.
13. 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