

JOB TITLE:	Registrar, Junior High	STATUS:	Non-exempt
REPORTS TO:	Campus Principal	TERMS:	205 days
DEPARTMENT:	Campus	PAY GRADE:	AS203

PRIMARY PURPOSE:

Responsible for maintaining student permanent records and all information pertaining to student records

QUALIFICATIONS:

Education:

High school diploma or GED equivalent

Special Knowledge/Skills:

General knowledge of office procedures

Accuracy in use of computer and Microsoft Office

Proficient skills in typing, keyboarding and file maintenance

Excellent organizational and communication skills

Ability to work with multiple interruptions and strict deadlines

Experience:

Three years office experience-preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES

1. Enroll new/returning students making sure all requirements are met (including online registration).
2. Maintain record of all enrollments, withdrawals, requests for records (via TREx) for new students, and keep accurate record of the reasons for all withdrawals.
3. Follow up on all withdrawing students to verify re-enrollment in a timely manner.
4. Verify Home Language Survey and submit to ESL teacher when applicable.
5. Verify new student enrollments to ensure proper coding of any special programs.
6. Meet all PEIMS deadlines and maintain coding accuracy of all PEIMS data ("Hot Items") as provided by the PEIMS Department.
7. Maintain and verify all End of Year coding as provided by PEIMS Department.
8. Create and run reports via Skyward to verify accurate coding of all student data.
9. Responsible for all correspondence regarding information pertaining to student records.
10. Verify and update all guardianship papers, affidavits and transfer information.
11. Properly store reports, records and other student documentation.
12. Attend all required technology/PEIMS trainings and meetings.
13. Assist Attendance Clerk as needed during busy times or as requested.

14. Assist other campus Registrars as requested.
15. Perform periodic self-audits to remain consistent and accurate in PEIMS reporting.
16. Follow Guidelines of SAAH, TEA requirements and policies as well as Pearland ISD policy and procedures.
17. Assist with completing accurate first day warm body counts and twice-yearly campus membership reconciliations.
18. Create and maintain campus procedure manuals as required.
19. Accurate and consistent use of Time Clock Plus (TCP) and AESOP.
20. Perform other duties as may be assigned by the campus administrators and/or PEIMS Direct

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

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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

Printed Name

Signature

Date