

Pflugerville Independent School District - Job Description

Job Title/Position:	Registrar, High School	Department/School:	Assigned Campus
Pay Information:	Clerical/Paraprofessional Compensation Plan	Supervised By:	Campus Principal
FLSA:	Non-Exempt	Date Revised:	January 2020

Primary Purpose:

Register, enroll, and withdraw students, maintain and interpret accurate scholastic records; coordinate student scheduling.

Minimum Qualifications (Experience/Education/Certification):

High school diploma or GED and two years of related experience.

Major Responsibilities:

1. Interpret, compile, maintain, and secure students' permanent record and files.
2. Verify and record credit earned; post grades.
3. Send, receive and process student records and information through the TREx system.
4. Assist with PEIMS management and coordination at the campus level.
5. Report PEIMS information to Central Administration staff.
6. Track credits for senior graduation.
7. Assist with post high school requests including, but not limited to, sending authorized requested information to external and internal personnel.
8. Assist in developing master schedule.
9. Input master schedule; schedule students.
10. Assist with coordinating services related to student registration, grade reporting, enrollment.
11. Perform technical aspects of the registration process, such as preparing materials and reports, and performing data input, and word processing.
12. Perform general bookkeeping, as required.
13. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
14. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of administrative support and file maintenance techniques
- Knowledge of basic accounting principles
- Skill in communicating effectively with others
- Skill in working with various forms of equipment including, but not limited to, personal computers, fax machines, calculators, printers
- Skill in working with word processing and spreadsheet computer applications
- Skill in working in collaborative team-based environments

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress; repetitive hand motions; must be able to lift and/or carry at least 20lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____