



Tolleson Union High School District #214
Student Information System Registrar

Purpose

The job of Student Information System Registrar is done for the purpose of maintaining student information within the computerized student information system; providing instruction and advice to system users; and supporting enrollment and un-enrollment processes.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Job related experience in a school setting.
3. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
4. Skills are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
5. Ability to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment.
6. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods.
7. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment.
8. In working with others, problem solving is required to identify issues and create action plans.
9. Problem solving with data may require independent interpretation; and problem solving with equipment is limited.

Preferred:

1. Bilingual in English and Spanish.

Essential Functions

1. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
2. Assists other site staff with scheduling and grading documents (e.g. sets timelines, teacher instructions, print grade verification list for teachers, make corrections, print report cards, etc.) for the purpose of distributing information to appropriate parties.
3. Attends meetings as necessary for the purpose of communicating system capabilities and/or accommodating district goals.
4. Designs reports options and/or database applications for the purpose of providing personnel with information customized to their specific needs.

5. Ensures the accuracy of student records and attendance records for the purpose of ensuring compliance with state guidelines and retention of information required by law.
6. Inputs definitions and annual set up (e.g. student record updates, master schedule, yearly calendar, timelines for grades, etc.) for the purpose of coordinating computer related activities for each period.
7. Instructs and supports teachers and school staff for the purpose of ensuring proper and efficient usage of system and notifying users of system changes.
8. Orders all supplies, equipment, forms, etc. for the purpose of ensuring availability for system user needs.
9. Produces a variety of system and mandated reports and report options (e.g. labels, directories, locator cards, state reporting, etc.) for the purpose of meeting site, district and state requirements.
10. Responds to user requests for reports (e.g. daily attendance, student records, personal data on students, ASB awards, etc.) for the purpose of disseminating information to appropriate parties.
11. Runs maintenance programs daily, weekly, monthly and annually (e.g. annual set up, promotions, calendars, etc) for the purpose of ensuring efficient program operations.
12. Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget.
13. Utilization of some resources from other work units may be required to perform the job' functions.
14. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: regularly required to talk and hear; frequently required to use hands to touch, handle, or feel objects, tools, or controls and use a keyboard or keypad; regularly type or enter data using a computer keyboard; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and applying pertinent codes, policies, regulations and/or laws.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of

individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is high. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: the employee will be required to reach with hands and arms; some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity; the employee is frequently required to stand, walk, bend, and sit; the employee is occasionally required to climb, or balance and stoop or kneel; the employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 35 pounds. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness. The employee will regularly work indoors. The noise level in the work environment is usually moderate.

Reports to:	Principal or Assistant Principal
Terms of Employment:	Twelve months, full-time
Evaluation:	This position will be evaluated annually as outlined in Governing Board Policy.
FLSA Status:	Non-Exempt
Salary Range:	Support Staff Salary Schedule, Grade 21
Board Approval:	May 28, 2024 (Revised) February 25, 2025 (Revised)