

United Independent School District

Department of Human Resources

REGISTRAR – 9TH GRADE SITES / MIDDLE SCHOOL/STEP

Campus Assignment

Primary Purpose:

Generate the necessary schedules for all students; to keep and maintain proper academic records and documents of student grades to fulfill all requirements of the Registrar's office as stipulated by the administration, the Board of Trustees, and the Texas Education Agency.

Educational Qualifications:

- High school diploma or GED
- Minimum of 15 college hours or more preferred
- One to three years of secretarial experience preferably in a public education environment
- Proficient in the use of a Typewriter, Personal Computer, Printer, Copier, Calculator, Fax Machine, and scanner
- Competent in typing, Microsoft Office Suite, data entry skills, and file maintenance
- Effective organizational, communication and interpersonal skills

Major Responsibilities and Duties:

1. Register all new students entering school.
2. Request and/or forward official student records through the TREX System between Texas Public Schools and via mail for all other new students entering or leaving our district.
3. Establish permanent record files for all new students.
4. Provide information to students and/or parents on all matters involving the Registrar's office – upon request.
5. Responsible for collecting UISD Student Data Forms and record keeping.
6. Generate and disseminate report cards at every six weeks grading period.
7. Provides information from the Registrar's office to middle school staff, Central Office Administration, and Texas Education Agency.
8. Document the withdrawal of students with the appropriate leaver codes and supporting documentation as mandated by Texas Education Agency guidelines.
9. Collaborate with campus administrators in developing a master schedule with precise course codes and state approved PEIMS codes as reflected in the district's Course Alignment Plan.
10. Generates student progress reports every three weeks prior to and after a six weeks grading period.
11. Verify and correct data on the PEIMS staff Responsibility Report prior to PEIMS submission in October.
12. Responsible for complete and accurate submission of grades in the district's grade book reporting system every grading period.
13. Comply with campus policies established by federal and state law, state Board of Education rule, and local board policy.
14. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
15. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
16. Assist in maintaining a safe and healthy work environment.

Distance Learning and Virtual Instruction Duties and Responsibilities

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

17. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
18. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Registrar – 9th Grade Sites / Middle School/ STEP (continued)**Working Conditions:**

Reading; ability to communicate effectively (verbal); ability to operate computer. Repetitive hand motions; prolonged use of computer. Some bending, lifting and stooping while performing job related functions.

Distance Learning Working Conditions:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours.

Terms of Employment:

Wage / Hour Status: Non Exempt

Minimum Salary: \$25,480

Pay Grade: 4

Minimum Work Days: 218

Months / Hours per Day: 11 / 8

Date Last Revised: 07/20

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