

Job Title: REGISTRAR
Reports to: Principal
Dept./School: Campus Assigned
Wage/Hour Status: Non-exempt
Date Revised: July 23, 2018

Primary Purpose

This position is responsible for providing administrative and clerical support to the counseling department.

QUALIFICATIONS

Education/Certification

Minimum 30 College hours

Special Knowledge/Skills

Minimum of 35 WPM typing

Basic math skills essential

Above average oral and written communication skills

Experience

Secretarial experience preferred

Experience in operating basic office equipment

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Register all new students.
2. Maintain Academic Achievement Record and cumulative folder for every student.
3. Mail transcripts of students moving to another school, applying for college, jobs or other needs.
4. Check in grade sheets every six weeks.
5. Post all labels on transcripts (ACT and SAT, STAAR, and end of year course exams).
6. Make corrections on and update transcripts such as retrieval of credit, teacher grade changes, course not appearing on label or other errors.
7. Complete Graduates PEIMS report.
8. At the end of the year process early ranking of the top 50 seniors, mail final transcripts for graduates, check final grade prints for underclassmen and post grade labels on transcripts.

Other

9. Prepare cumulative folders of graduates for storage.
10. Prepare academic achievement records of inactive students to be sent to permanent storage.

- 11. Perform other duties assigned by supervisor.
- 12. Maintain confidentiality of information.

Supervisory Responsibilities

- 13. Assist in the supervision of volunteers.

EQUIPMENT USED

Typewriter, personal computer, printer, scanner, calculator, 35mm camera, record player, opaque projector, laminator, camcorder, cassette recorder, overhead projector and screen, TV/VCR, digital camera, copy machine, Ellison machine, and slide projector.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with continuous interruptions. Maintain emotional control under stress. Climbing, stretching; and frequent lifting of books, boxes, and audiovisual equipment.

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 skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____