

**Job Title:** DISTRICT REGISTRAR STUDENT SERVICES  
**Reports to:** Director of Student Services  
**Dept./School:** Student Services, Annex I  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** December 14, 2015

### **Primary Purpose**

The job of District Registrar Student Services was established for the purpose/s of maintaining microfilmed and digital records and files; providing student information to authorized parties in compliance with established policies; facilitating the enrollment and registration of students into the school district; and providing general clerical support, information and/or direction as may be assigned.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: regulations and laws related to retention of student records, modern office practices and procedures; performance of queries and creation of reports from the student information system; concepts of grammar and punctuation; business telephone etiquette; knowledge of District educational software, including Skyward and other systems that support on-line enrollment.

## **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

Proficiency in Microsoft Office Suite (Word, Excel, Access, Power Point)

### **Experience**

Secretarial experience preferred

Working with Reporting Software Tools, Database Queries

Experience in operating basic office equipment

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **General Duties**

1. Register all new students to the district.
2. Accesses student information and/or delivers services in conformance with established guidelines (e.g. transfer, storage, research of student records, and submit transcripts to campuses for the purpose of organizing and managing data to provide information as needed or requested.
3. Maintains a variety of manual, microfilmed, and digitized files, documents, and records (e.g. transcripts, performance reports, student assessment profiles, immunizations, student information, etc.) for the purpose of documenting and/or providing reliable information relative to student records, records policies, and administrative regulations.
4. Work with Campus Registrars to mail transcripts of students moving to another school, applying for college, jobs or other needs.

5. Provide grades and/or transcripts from previous schools to new assigned campus (use TRex System for Texas records)
6. Assists other District staff, including Student PEIMS Coordinator with establishing and maintaining a District enrollment and registration process (e.g. enrolling students, recording documentation, maintaining wait lists, assisting parents, screening support (i.e. GT, ELL, and SPED), and data entry to Student Management System, etc.) for the purpose of ensuring accuracy of records and consistent customer service.
7. Access TEASE PID site to verify student information.
8. Collaborates with other District departments on maintaining, updating, and communicating school enrollment figures (e.g. enrollment numbers, number of sections, counts of students) for the purpose of ensuring records are accurate and providing information to others.

### **Other Functions**

9. Manages all District inactive student files (Cumulative Folders) (e.g. receives, disseminates, creates) for the purpose of providing enrollment and/or release information to schools as requested.
10. Performs a variety of technical and clerical duties involved in preparing student files for microfilming/digitizing for the purpose of creating permanent student records for efficient accessibility and storage
11. Researches, compiles, monitors, and trains others on data/information storage and use (e.g. student transcripts and records, etc.) for the purpose of ensuring compliance with federal, state, and District reports.
12. Ability to schedule activities, meetings, and/or events and also required to work with a diversity of individuals and/or groups; gather, collate, and/or classify data, and use basic, job related equipment.
13. Work with data of varied types and/or purposes. Problem solving is required to identify issues and create action plans.
14. Specific ability-based competencies required to satisfactorily perform the functions of the job include: application of regulations and laws related to retention of student records, adapting to changing work priorities, maintaining confidentiality, working as part of a team, working with detailed information, and working with frequent interruptions.
15. Perform other duties assigned by supervisor.

### **Supervisory Responsibilities**

16. Assist in the training of campus registrars.
17. Attends and conducts in-service trainings, staff meetings, workshops, etc. as assigned for the purpose of conveying and/or gathering information required to perform job functions.

### **EQUIPMENT USED**

Typewriter, personal computer, printer, scanner, calculator, 35mm camera, TV/VCR, digital camera, copy machine, Multi-function scanner/printer/copier/fax machine.

## 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:** \_\_\_\_\_