



Job Description – Campus Registrar

Department: Administrative Services

Job Status Full time

FLSA Status: Non-Exempt

Reports To: PEMIS Coordinator/Principal

Pay Grade: 3

Work Days: 205

POSITION SUMMARY

Lead initiatives as determined by the Director of Academics. Manage the day to day activities of a registrar.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES

- Ability to communicate and maintain effective relationship with administrators, teachers, students, parents and general public
- Ability to follow instructions and multitask
- Knowledge of Microsoft Office package, Outlook and Internet
- Ability to operate office equipment (phone, fax, copier)
- Knowledge of RSCCC, TREx, GradeSpeed and Tibweb systems

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Collect and maintain accurate recording and transmission of the academic information to include grades, withdrawals, transcripts and ensuring compliance with the State and District policies and regulations.
- Develop and maintain logs, reports and advise District personnel on issues relevant to student data.

- Collaborate with the campuses and central office personnel to collect, organize, and input accurate data in RSCCC (Regional Service Center Computer Cooperative) data base system and PEIMS (Public Education Information Management System)
- Assist in planning and attend special events geared to boost enrollment.
- Process inbound and outbound requests of student transcripts using Texas Record Exchange (TREX) database.
- Process orientation interviews for potential new students.
- Contact parents concerning attendance
- Draft letters to parents and government agencies.
- Attend training workshops at ESC 20 to further knowledge in the field.
- Scan and e-mail digital images from and into electronic storage system.
- Present tours of facilities upon request by potential students and parents.
- Attend meetings, programs, and in service training as required.
- Report to work in a timely manner as per assigned work schedule.
- Perform other related duties as assigned by the school management
- Assist parents with the enrollment packets and answer questions.
-
- Maintain active/inactive student files.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

- Loyal - The trait of feeling a duty to the employer.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

Education: High School Graduate or General Education Degree (GED)

Experience: Two years experience in Registrar service.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

WORK ENVIRONMENT

Office environment with good working conditions.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.