
Job Description – High School Registrar

Primary Function: Under the direction of the Principal, maintains complete and accurate student records for every child in the school.

Responsibilities/Duties:

- Enrolls new students including requesting records from other schools, setting up cumulative folder, and entering information into student information system
- Keeps informed of and complies with state, district and school policies and regulations concerning primary job functions
- Maintains student records including all data related to PEIMS submissions
- Process and post progress reports
- Handles mail pertaining to the registrar's duties
- Updates student grades in student information system.
- Provides information and submits reports to campus administrators and counselors for decision making
- Certifies grade averages for all grade levels to determine eligibility in UIL sports and literary events, extracurricular activities, scholarships and organizations
- Calculates and certifies grade point averages, rank and quartile for 10th – 12th grade students; determines top honor students
- Withdraws students who are transferring to other school generate withdrawal records, notify affected personnel
- Send, receive and process student records, transcripts and information through the TREx system and other means
- Produces education verifications
- Assists staff with grade

Provides secretarial support as appropriate

- Enters student demographic data and PEIMS status in computer and maintains all PEIMS records for students
- Generates demographic data reports
- Performs office routines

Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Typing, data processing and record keeping with high degree of accuracy in work
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software

- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Plan and organize work

Education/Licenses/Experience: High school diploma or equivalent. Minimum one year of clerical experience, preferably in a public education environment.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying – 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours

Calendar and Salary Range: 225 workdays. See current pay grade on the Clerical Compensation plan.

Revised: 11/5/24

The foregoing statements describe the general function 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.

Employee Signature

Date