



**Job Title:** Registrar

**Exemption Status/Test:** Non-exempt

**Reports to:** Campus Principal

**Date Revised:** April 2025

**Dept./School:** Assigned Campus

**Pay Grade:** P16

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**Primary Purpose:**

Responsible for maintaining student academic records and student demographic records at the campus level under minimal supervision. Process student enrollment, transfers, and withdrawals for the campus. Perform data entry, including the Master Schedule and the Public Education Information Management System (PEIMS) data.

**Qualifications:**

**Education/Certification:**

- High School Diploma or equivalent
- Certified Educational Office Professional certification (CEOP) preferred

**Experience:**

- Minimum of one (1) year of experience in data entry

**Special Knowledge/Skills/Abilities:**

- Ability to maintain accurate and auditable records
- Ability to use software to develop or maintain spreadsheets and databases, and do word processing
- Proficient keyboarding and file maintenance skills
- Basic math skills
- Strong organizational, communication, and interpersonal skills

**Major Responsibilities and Duties:**

1. Maintain student academic records and process requests for information and transcripts.
2. Process new student records, including requesting transcripts and records from other schools.
3. Coordinate grade reporting process, including verifying and correcting grades and preparing and distributing report cards.
4. Prepare and distribute University Scholastic League (UIL) eligibility lists.
5. Calculate grade point averages and class rank, and prepare honor rolls.
6. Assist counselors with enrollment, withdrawals, and student transfers.
7. Assist campus administration and counselors with preparing reports and student data information.
8. Compile, maintain, and file all reports, records, and other documents as required.
9. Answer inquiries regarding current and past student enrollment and/or graduation status.
10. Send and receive transcripts from requesting agencies.
11. Provide teachers with withdrawal grades for new students.
12. Make computer schedule changes as needed by the counselor(s).
13. Assist counselor(s) in preparing evaluation transcripts for all new students and entering data on the computer.

**Other**

14. Coordinate the ordering and distributing of graduate materials, including caps, gowns, and diplomas.
15. Maintain confidentiality of information.
16. Follow district safety protocols and emergency procedures.
17. Perform all other duties as assigned.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work irregular hours; occasional prolonged hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

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This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_