



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

High School Assistant Registrar

Page 1 of 3

Reports to:	High School Principal
School/Department:	Assigned Campus
Pay Grade:	Office Professional/CS4
Work Days:	200 or 204 depending upon assigned campus
Wage/hour status:	Non-Exempt
Created/revised:	November 2022

Primary Purpose:

The High School Assistant Registrar is responsible for assisting the High School Registrar in maintaining accurate student records at the high school campus. Assist with student enrollments, transfers, and withdrawals for the campus. Performs accurate data entry including Public Education Information Management System (PEIMS) related data. Position works closely with parents/students and staff to ensure registrations/withdrawals are appropriately identified and reported to the office. Provides office professional services for other campus team staff members as needed. in support of the on-going successful operations of the campus.

Qualifications:

Education/Certification:

- High School Diploma or GED

Special Knowledge/Skills:

- Knowledge of school district organization, operations, office administration, and administrative policies and procedures
- Knowledge and/or familiarization with district student registration/withdrawal policies and state registration/withdrawal law
- Skill in basics mathematical calculations, keyboarding/data entry, and file maintenance
- Skill in the use of keyboarding, Microsoft Word, Google Docs, Power Point, Excel, student systems, and web-based data management systems and software packages
- Skill in general office skills, including office management, equipment, proper telephone etiquette and organization
- Skill in document preparation utilizing proper format, spelling, grammar, punctuation, and proofreading
- Skill in processing a high volume of transactions in a fast paced and structured deadline environment
- Skill in using proper telephone etiquette and customer service techniques in a fast, friendly, and flexible manner
- Skill in presenting oral and written information in a comprehensive and organized manner to diverse audiences
- Ability to work independently, prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

High School Assistant Registrar

Page 2 of 3

- Ability to comprehend complex and technical information and explain clearly to a wide variety of stakeholders
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to maintain accurate and auditable records
- Ability to effectively organize and manage workload and meet timelines
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, District officials, parents, and co-workers
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to work collaboratively with other clerical employees
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times

Experience:

1. Three years clerical experience

Major Responsibilities and Duties:

Student Registration/Withdrawals & Related or Non Related

1. Enroll and withdraw students daily.
2. Assist in maintaining all enrollment records, including all entry/withdrawal forms and other associated documentation as well as data entry and maintenance in the student information system.
3. Assist with all cumulative student file folders.
4. Coordinate grading process, including troubleshooting teacher grade book issues, processing of scan sheets, verification and correction of grades, and printing and distribution of report cards.
5. Assist with physical and computerized records including student cumulative folders, progress and failure reports, class rosters, schedule changes, and grade books.
6. Assist in processing new student records, including requests for transcripts and records from other schools, set up of cumulative folders, and entry of student data into appropriate databases, including TREx.
7. Assist in completing requests for student information, including student transcripts for colleges and universities.
8. Assist campus administration and counselors with the preparation of reports and student data information.
9. Perform clerical functions for Counselors.

Records, Reports, and Correspondence

1. Comply with policies established by federal and state law, State Board of Education rule and local board policy.
2. Prepare correspondence, forms, reports as instructed by department administrators.
3. Compile, maintain, and file all reports, records, and other documents as required.



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

High School Assistant Registrar

Page 3 of 3

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and the general public.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and the general public.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by building Principal and/or the Data Quality Department and in accordance with federal and state law and district policy.
2. Attend district offered training regarding software systems and PEIMS requirements.
3. Maintain an organized work environment.
4. Perform other duties as assigned.

Supervisory Responsibility

1. Oversee and provide work guidance of student aides

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.

Occasional prolonged and irregular work hours – flexibility with schedule preferred

Occasional overtime hours

Workload is deadline driven

Prolonged use of equipment and computer with repetitive hand motions

Frequent contact with parents, community, and/or other district/campus employees

Office atmosphere may be noisy and hectic working in enclosed areas

Work with frequent interruptions during peak hiring periods

Frequent sitting with moderate standing, stooping, bending, pushing, pulling, and lifting

Daily attendance and punctuality are essential functions of the job

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.

Approved by _____

Date _____

Reviewed by _____

Date _____