



Position: Office Campus

Assignment: Records Clerk

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: AS241/221 days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Responsible for maintaining student records at the campus level. Process student enrollment, transfers, and withdrawals for the campus. Accurately report PEMS data at designated reporting periods.

Qualifications:

Minimum Education/Certification:

- High school diploma or GED

Special Knowledge/Skills/Experience:

- Ability to maintain accurate and auditable records.
- Ability to use personal computer and 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
- Clerical experience required.
- Experience with software applications

Major Responsibilities and Duties:

- Maintain physical and computerized records including student cumulative folders, progress and failure reports, class rosters, schedule changes, and grade books.
- Process new student records, including requesting transcripts and records from other schools, setting up cumulative folders, and entering student data into appropriate databases.
- Coordinate grading process, including processing of scan sheets, verification and correction of grades, and printing and distribution of report cards.
- Process and transmit requests for student information, including student transcripts for colleges and universities.
- Prepare and distribute University Scholastic League (UIL) eligibility lists.
- Calculate grade point averages, class rank, and prepare honor rolls.
- Assist counselors with the enrollment, withdrawals, and transfer of students and process applicable records.
- Assist campus administration and counselors with the preparation of reports and student data information.
- Prepare and distribute student identification cards, bus passes, and parking stickers.

- Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas.
- Maintain confidentiality of information.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours.
- Work with frequent interruptions; maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name