Red Oak Independent School District
High School Registrar

Job Title:	Registrar/PEIMS Clerk	**Wage/Hour Status:**	Non-exempt
Reports to:	Principal	**Pay Grade:** PT - 5	**Days:** 226
Dept./School:	High School	**Date Revised:**	12/21

Primary Purpose:

Responsible for maintaining student records at the campus level. Process student enrollment, transfers, and withdrawals for the campus. Maintain accurate attendance records for the campus. Under close supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades.

Qualifications:

Education/Certification:
High school or GED

Special Knowledge/Skills:
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
Ability to meet established deadlines

Experience:
Three years clerical experience

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Collect and enter attendance and PEIMS data into established database and verify accuracy to prescribed procedures.

2. Maintain physical and computerized records including student cumulative folders, progress and failure reports, class rosters, schedule changes, and grade books.

3. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases.

4. Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrator.

5. Coordinate grading process, including processing of scan sheets, verification and correction of grades, and printing and distribution of report cards.

6. Compile, maintain, file, and distribute all reports, records and other documents as required following established procedures.

7. Process and transmit requests for student information, including student transcripts for colleges and universities.

8. Prepare and distribute University Scholastic League (UIL) eligibility lists.

9. Calculate grade point averages, class rank, and prepare honor rolls.

10. Assist counselors with the enrollment, withdrawals, and transfer of students and process applicable records.

11. Assist campus administration and counselors with the preparation of reports and student data information.

Other

12. Prepare and distribute student identification cards, bus passes, and parking stickers.

13. Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas.

14. Assist in campus office as needed.

15. Maintain confidentiality of information.

16. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, calculator, copier, fax machine, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

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

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

Motion: Frequent repetitive hand motions; frequent keyboarding and use of mouse

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

Environment: Work is performed in an office setting; may require occasional irregular and/or prolonged hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

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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.

Reviewed by: _____ Date _____

Received by: _____ Date _____

Human Resources Department
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