International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Registrar

Exemption Status/Test: Nonexempt

Reports to: Principal

Date Revised: 01/2026

Dept./School: Assigned Campus

Primary Purpose:

Responsible for managing student records, handling enrollment, withdrawals, transcripts, scheduling, and state reporting, ensuring data accuracy and confidentiality while acting as a key liaison between students, parents, and staff.

Qualifications:

Education/Certification:
High school or GED

Special Knowledge/Skills:
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

Experience:
Previous clerical experience preferred
Skyward experience preferred

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Maintain accurate student academic records and process requests for information and transcripts. Process new student records, including requesting transcripts and records from other schools.

2. Coordinate grade reporting process, including verification and correction of grades and preparation and distribution of report cards.

3. Process new student registrations, transfers, and withdrawals, verifying residency, immunization records, and requesting/sending records.

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

5. Enter and manage student data in Skyward, prepare reports for administration, and ensure data meets state audit and PEIMS reporting requirements.

6. Assist with student scheduling for new enrollment in grades PK through 5.

7. Compile, maintain, and file all reports, records and other documents as required.

Other

8. Adhere to privacy laws (FERPA) and understand relevant regulations (e.g., McKinney-Vento Act for homeless students).

Additional Duties:

9. Any and all other duties as assigned by immediate supervisor.

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 mouse; occasional reaching

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

Environment: May work prolonged or irregular hours

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

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This document describes the general purpose and responsibilities assigned to this job and 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 _____