

NEW CANEY INDEPENDENT SCHOOL DISTRICT

TITLE: High School Registrar

QUALIFICATIONS:

1. High School diploma or GED
2. Basic math skills
3. Three years clerical experience
4. Proficient typing, keyboarding, and file maintenance skills
5. Ability to use personal computer and software to develop or maintain spreadsheets and databases, and do word processing
6. Ability to maintain accurate and auditable records
7. Strong organizational, communication, and interpersonal skills
8. Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

SPECIAL WORK CONDITIONS: **Mental Demands/Physical Demands/Environmental Factors:**
Work with frequent interruptions; maintain emotional control under stress. Repetitive hand motions, prolonged use of computer.

REPORTS TO: Principal

PRIMARY PURPOSE: Responsible for maintaining student records at the campus level. Process student enrollment, transfers, and withdraws for the campus.

TERMS OF EMPLOYMENT: 210 days, 216 days

WAGE/HOUR STATUS: Nonexempt (CT-4)

MAJOR DUTIES AND RESPONSIBILITIES:

1. Maintain physical and computerized records including student cumulative folders, progress and failure reports, class rosters, schedule changes, and grade books.
2. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases.
3. Coordinate grading process, including processing of scan sheets, verification and correction of grades, and printing and distribution of report cards.
4. Process and transmit requests for student information, including student transcripts for colleges and universities.
5. Prepare and distribute University Scholastic League (UIL) eligibility lists.
6. Calculate grade point averages, class rank, and prepare honor rolls.
7. Assist counselors with the enrollment, withdraws, and transfer of students and process applicable records.
8. Assist campus administration and counselors with the preparation of reports and student data information.
9. Collect and enter PEIMS data into established database and verify accuracy according to established procedures.
10. Meet regular and predictable attendance requirements.
11. Observe all safety rules and keep work areas clean and orderly at all times.
12. Maintain confidentiality of information.
13. Perform other duties as assigned by the supervisor.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The superintendent may assign additional duties when deemed appropriate.

EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of paraprofessional personnel.

NCISD 3/09