

Dumas ISD District Registrar Job Description

Job Title: District Registrar

Wage/Hour Status: Nonexempt

Reports to: PIEMS Coordinator

Pay Grade: E

Dept./School: Enrollment Center

Date Revised: 2/21/12

Primary Purpose:

Responsible for maintaining student records at the District level. Process student enrollment and transfers for each campus.

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.

Ability to recognize anomalies and determine how to correct.

Ability to assist parents with their needs.

Ability to help other district personnel with application of the student software.

Proficient keyboarding and file maintenance skills

Basic math skills

Strong organizational, compassionate communication and interpersonal skills

Experience:

Two years clerical experience

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Maintain physical and computerized records including student folders.
2. Process new student records, including requesting records from other schools, setting up folders, and entering student data into appropriate database.
3. Process and transmit requests for student information.
4. Maintain records for Free and Reduced Lunch designation in the district database. Keep all data up to date throughout the school year.
5. Periodically, review discipline in the database for errors.
6. Assist the Director of SIS in PEIMS data entry and reviewing reports for all PEIMS submissions.



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7. Assist the Director of SIS with Records Management as needed.
8. Assist the Director of SIS with preparation for Pre-K and Kindergarten enrollment. Run enrollment cards from database and check addresses for school zones.
9. Assist the Director of SIS with any other responsibilities not directly addressed in this document, but an underlying part of the job.

Supervisory Responsibilities:

None

Equipment Used:

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

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions, prolonged use of computer.

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 _____

