

**Dumas ISD**  
**District Registrar**  
**Job Description**

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**Job Title:** Enrollment Center Registrar

**Wage/Hour Status:** Nonexempt

**Reports to:** Director of Student Management and Services

**Pay Grade:** E

**Dept./School:** Enrollment Center

**Date Revised:** 4/7/14

**Primary Purpose:**

Responsible for the enrollment of students, data entry into the student database, and student transfers to schools within the district.

**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

**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 and entering student data into appropriate databases..
3. Process and transmit requests for student information.
4. Assist supervisor with PEIMS records and reports as needed.

**Other**

5. Maintain confidentiality of information.

**Supervisory Responsibilities:**

None.



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**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.

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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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

