

Job Title:	Registrar/BHS	Non-Exempt
Reports to:	Principal	
Dept./School:	Assigned Campus	

Primary Purpose:

Responsible for maintaining student records at the campus level. Process student enrollment, transfers, and withdrawals for the 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

Proficient keyboarding and file maintenance skills

Basic math skills

Strong organizational, communication, and interpersonal skills

Experience:

Three years clerical experience

Major Responsibilities and Duties:**Records, Reports, and Correspondence**

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, withdrawals, and transfer of students and process applicable records.
8. Assist campus administration and counselors with the preparation of reports and student data information.

Other

9. Prepare and distribute student identification cards, bus passes, and parking stickers.
10. Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas.
11. Maintain confidentiality of information.

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.

Signature:

Date:
