



Job Title: PEIMS/Registrar

Exemption Status: Nonexempt

Reports to: Principal

Code:

Dept./School: Assigned Campus

Primary Purpose:

Under moderate supervision, coordinate the collection and reporting of campus Public Education Information Management System (PEIMS) data; as well as, maintain money deposits, student academic records, enrollment, transfers, and withdrawals for the campus.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to maintain accurate and auditable records

Basic math skills

Ability to meet established deadlines

Strong organizational, communication, and interpersonal skills

Ability to understand detailed written or oral instructions

Ability to use software to develop or maintain spreadsheets and databases and do word processing

Proficient keyboarding, 10-key numerical data entry, and file maintenance skills

Experience:

None

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Coordinate the collection, integration, and formatting of all campus data required for PEIMS submission according to Texas Education Agency PEIMS Data Standards.
2. Oversees and verifies that all campus PEIMS related information is accurate before submitting to principal for final approval.
3. Work cooperatively with campus, business office, and personnel office staff to collect, organize, and format data required to submit district PEIMS data according to prescribed state deadlines.
4. Run edits, reports, and verification checks on data to ensure accuracy of campus PEIMS information prior to distributing the edits and reports to appropriate staff for analysis, verification, and correction.

5. Submit complete and accurate PEIMS data to district PEIMS coordinator for TEA district submission.
6. Verify PEIMS data submitted to TEA and submit corrections in a timely manner.
7. Receive PEIMS-related information from ESC and TEA, attend all PEIMS workshops for campus compliance.
8. Build and maintain PEIMS and Ascender related systems for example but not limited to;
9. Master Schedule, report cards, progress reports, Transcripts, GPA, rankings, Industrial Based Certifications, online coursework and dual credit documented, RTI and extracurricular staff gradebook support set up, data for exemptions, etc.
10. Provide training and support to campus and parent staff responsible for PEIMS, Ascender, Parent Portal or Gradebook data and/or access.
11. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
12. Maintain student academic records and process requests for information and transcripts. Process new student records, including requesting transcripts and records from other schools.
13. Coordinate grade reporting process, including verification and correction of grades and preparation and distribution of report cards and specifically the distribution to parents student failure report cards.
14. Prepare and distribute University Scholastic League (UIL) eligibility lists.
15. Calculate grade point averages, class rank, and prepare honor rolls.
16. Coordinate the enrollment, withdrawals, and transfer of students.
17. Assist campus administration and counselors with the preparation of reports and student data information.
18. Compile, maintain, and file all reports, records student cumulative records and other documents as
19. required.
20. Maintain the archive process of cumulative records and transcripts.
21. Coordinate the ordering and distribution of all graduate materials, including cords, stows, caps and gowns and diplomas.
22. Coordinate the ordering of letterman jackets and letterman jacket distribution.
23. Maintain confidentiality of information.
24. Follow district safety protocols and emergency procedures.

25. Assist in organizing the Awards and Graduation Ceremony including ordering recognition items such as cords, trophies certificates, etc.
26. Assist in front office as secretary, nurse and/or classroom as needed.
27. Train, monitor and audit regularly the daily attendance processes.
28. Assist in the scheduling of substitutes when needed.
29. Maintains and programs the bells and door locking systems.

Other

30. Follow district safety protocols and emergency procedures.

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: Work is performed in an office setting; may work prolonged or irregular hours

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

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.