San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Registrar / Asst. Clerk (HS)	**Exemption Status/Test:**	Non-exempt
Reports to:	Campus Principal	**Pay Grade:**	04
Works With:	Students/Staff/Parents	**Days:**	226
Dept./School:	Assigned Campus	**Date Revised:**	**01/28/2020**

Primary Purpose:

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

Qualifications:

Minimum Certification/Education
- High School diploma or equivalent

Special Knowledge/Skills:
- Ability to maintain accurate and auditable records
- Ability to use 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

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Maintain student academic records and process requests for information and transcripts. Process new student records, including requesting transcripts and records from other schools.
2. Coordinate grade-reporting process, including verification and correction of grades and preparation and distribution of report cards.
3. Prepare and distribute University Scholastic League (UIL) eligibility lists.
4. Calculate grade point averages, class rank, and prepare honor rolls.
5. Assist counselors with the enrollment, withdrawals, and transfer of students.
6. Assist campus administration and counselors with the preparation of reports and student data information.
7. Compile, maintain, and file all reports, records and other documents as required.

Other

8. Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas.

9. Maintain confidentiality of information.

10. Follow district safety protocols and emergency procedures.

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: May work prolonged or irregular hours

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

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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.

Employees Signature: _____ Date _____

Administrator Signature: Nate Cowan, Ed.D. Date JAN 28 2020