



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 / PEIMS (HS)

Reports to: Campus Principal

Works With: Students/Staff/Parents

Dept./School: Assigned Campus

Exemption Status/Test: Non-exempt

Pay Grade: 05

Days: 226

Date Revised: 03/02/2020

Primary Purpose:

Responsible for maintaining student academic records at the campus level under minimal supervision. Process student enrollment, transfers, and withdrawals for the campus. Maintain accurate attendance records for the campus. Under close supervision, perform data entry including attendance, Public Education Information Management System (PEIMS) data, and grades.

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.
- Ability to meet established deadlines.

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Collect and enter attendance and PEIMS data into established database and verify accuracy according to prescribed procedures.
2. Maintain student academic records and process requests for information and transcripts. Process new student records, including requesting transcripts and records from other schools.
3. Coordinate grade-reporting process, including verification and correction of grades and preparation and distribution of report cards.
4. Prepare and distribute University Scholastic League (UIL) eligibility lists.
5. Calculate grade point averages, class rank, and prepare honor rolls.

6. Assist counselors with the enrollment, withdrawals, and transfer of students.
7. Assist campus administration and counselors with the preparation of reports and student data information.
8. Compile, maintain, and file all reports, records and other documents as required.

Other

9. Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas.
10. Maintain confidentiality of information.
11. 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

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 Carman Ed.D Date 3-2-2020