HIGHLAND PARK ISD

Office *of* Human Resources

Job Title: Registrar

Exemption Status/Test: Nonexempt

Reports to: Principal

Pay Grade/Days: AS04/ 214(MS), 230(HS)

Dept./School: Assigned Campus

Date Revised: June 2026

PRIMARY PURPOSE:

Responsible for maintaining student academic records at the campus level under minimal supervision, maintain PEIMS data, and input Master Schedule. Process student enrollment, transfers, and withdrawals for the campus.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

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

Experience:

2 years clerical experience

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Maintain student academic records and process requests for information and transcripts.
2. 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.

PEIMS Processing and Management

9. Input all PEIMS data for the campus.
10. Correct all PEIMS errors and update information for PEIMS.
11. Assist campus administration and staff on PEIMS expectations.

Other

12. Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas.
13. Maintain confidentiality of information.
14. Follow district safety protocols and emergency procedures.
15. Other duties as assigned.

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 including 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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The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____