

PLANO INDEPENDENT SCHOOL DISTRICT

Job Description

Job Title:	Assistant Registrar Senior High School	Wage/Hour Status:	Nonexempt
Reports To:	Assistant Principal	Pay Range:	735
Dept./School:	Assigned Campus	Date Revised:	03/26/19

Primary Purpose:

Responsible for providing assistance to the Registrar in maintaining, distributing, assuring accuracy of all student academic records and credentials.

Qualifications:

Education/Certification

High School diploma or equivalent

Special Knowledge/Skills

Effective communication (verbal and written) and interpersonal skills

Ability to use personal computer and software such as word, excel, database

Proficient in typing, word processing, file maintenance

Excellent organizational skills and able to multi-task

Experience

Previous experience in public education environment

Familiarity with TEAMS records system (preferred)

Major Responsibilities and Duties:

Assist in the evaluation of academic records for students entering PISD from other districts, states, countries

Upon written request, send official transcripts and school records to other school districts, colleges, universities, or scholarship centers

Send, receive, and request student records for students going to or coming from Texas schools via TRex

Maintain records of student enrollment; entries, withdrawals, transfers and re-entries

Maintain Alpha Listing of students during school year with notations as to No Shows, entries, withdrawals and grade level changes

Assist Registrar in organization of beginning and year-end filing and folder maintenance

Assist in the intake and organization of records arriving from feeder schools

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Assist Registrar in the preparation and mailing of Final transcripts to colleges and universities

Maintain daily record of transcript fees; also responsible for the weekly balancing and deposit of transcript funds

Work with the Finance department to maintain records of students who owe money for books, library fines, and equipment

Work closely with the counseling receptionist and secretary in keeping student files updated with personal information changes, on scholarship opportunities and applications, and on TAKS, ACT, SAT and AP labels

Communicate effectively, both written and verbally with parents, students, staff and other Administrators

Perform other tasks that may be assigned by the Administration and / or supervisor

Follow attendance policy as assigned by supervisor

Follow all rules, regulations, and policies of Plano ISD and all directives from supervisors

Equipment Used:

Computer, printer, copier, fax, calculator, typewriter, postage meter

Working Conditions:

Mental Demands

Ability to maintain emotional control under stress; ability to work with frequent interruptions

Physical Demands/Environmental Factors

Frequent standing, stooping, bending, kneeling, pushing, pulling; prolonged use of computer and other repetitive hand motions; some lifting, may be up to 50 pounds

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator

Date: 03-26-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____

Date: _____