

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Registrar High School	Wage/Hour Status:	Non-Exempt
Reports To:	Principal	Pay Range:	745
Dept./School:	Assigned Campus	Date Revised:	02/10/20

Primary Purpose:

Responsible for the gathering, evaluation, verification and distribution of all grade and course information for all students.

Qualifications:

Education/Certification:

High school diploma or equivalent (required)

Special Knowledge/Skills:

Ability to use computer and software such as word processing, spreadsheets and database

Proficient skills in typing, word processing and file maintenance

Effective communication (verbal and written) and interpersonal skills

Experience:

Two years of work experience in public education

Major Responsibilities and Duties:

Evaluate records for all incoming, transferring or reentering students from outside school districts

Verify courses, credits and grade points to ensure basic graduation requirements

Input courses, TEA number, grade, grade points, units, credits and semester taken for all transfer or reentry students

Process requests for official transcripts

Supervise the pulling, copying of transcripts and preparing envelopes

Supervise all activities pertaining to the inflow and outflow of all grade records for all students

Order, pick up and distribute grade scans to all teachers and return grade scans to Region 10 for reporting and recording

Collect and distribute validation reports to all teachers for all grades

Correct errors or incomplete in Region 10 database for all students as requested by teaching staff

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Educate students and parents to the policies and procedures of record transfer of all grades' records

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

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Equipment Used:

Computer, printer, copier and fax

Working Conditions:

Mental Demands:

Maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

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

Acknowledgement:

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:** 02-10-20 _____

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:** _____