

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Registrar Senior High School	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Principal	<b>Pay Range:</b>	750
<b>Dept./School:</b>	Campus	<b>Date Revised:</b>	03/26/19

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**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

**Special Knowledge/Skills:**

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

Proficient 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 school districts other than Plano

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 request for official transcripts

Supervise the pulling, copying of transcripts and preparing envelopes

Meet deadlines for all Region 10 grading cycle data reporting requirements

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

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

Collect and distribute validation reports to all teachers for all grades

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

Verify graduation credits for all juniors prior to registration for senior year

Examine the Region 10 record sheet for each junior against the permanent record on file

Distribute copies of records to all juniors for final student check prior to registration for their senior year

Ensure a high level of service to students, parents, colleges and universities, including but not limited to, timely and accurate transfer of information required for college admission, military admission and job interviews

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

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

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:** 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:** \_\_\_\_\_