



Job Title: District Registrar/PEIMS Clerk
Pay Grade:
Reports To: Superintendent

FLSA Status: Exempt
Employment Status: At Will
Date Created/Updated: 4/06/2017

General Responsibilities

The Registrar will help facilitate efficient operations of the registration office and database systems that are relevant including inputting PEIMS data into the district's information management system. The Registrar will serve as a point of contact for potential families and students interested in enrolling into our school. Provide administrative support and front office assistance, ensure the accuracy of student/staff data, and assist with the student registration and withdrawal process. Support and commit the mission, vision, and core values of the Katherine Anne Porter School.

Qualifications

High School Diploma or GED
At least two years of college courses preferred
One to Two years of clerical/data entry experience preferably in a public education environment
Prior experience as a school registrar with an understanding of course credits and transcripts (preferred)
Criminal Justice Fingerprint/Background Clearance

Skills Requirements

Effective organizational, communication, and interpersonal skill.
Ability to meet established deadlines and professional handle high stress deadlines.
Working knowledge in major word processing, databases, spreadsheet, and integrated software.
Experience with TxEIS, Texas Records Exchange (TREN), TxConnect, Gradebook, Texas Student Database (TSDS), Person Identification Database (PID), PEIMS Edit+, and Foundation School Program (FSP) Systems.
Familiar with school scheduling, graduation plans, marketing, and communication tools.
Willingness to be flexible and to go above and beyond to meet the needs of KAPS' students.

Performance Requirements

- Keep informed and comply with all state, district, and campus policies and regulations for public schools attendance and enrollment.
- Abide by professional ethical standards in accordance with generally accepted community standards.
- Maintain confidentiality of information.
- Act as KAPS Campus designated TxEIS administrative contact.
- Maintain physical and computerized records, including cumulative folders for all new, current, and departing students to include test labels, test results, progress and failure reports, class rosters, grade books, schedules, and prepare folders for dead files when student withdraws.
- Lead the annual student pre-registration, registration processes, and the lottery.
- Maintain all campus PEIMS data, reports, and coordinate all PEIMS data submissions in accordance with TEA requirements and regulations.
- Process new and withdrawing student records including requesting transcripts and records from other schools, sending records to new schools when student withdraws, setting up cumulative folder, and entering data into appropriate databases.
- Maintains "wait list" and enroll students as placement allow.
- Responsible for entering all student data with the exception of attendance into current database and maintain all campus PEIMS data and reports.
- Coordinate with counselors when necessary regarding assisting students with resolving academic problems, advise them concerning degree requirements, and assist in creation of master schedule and calendar.
- Responsible for creating and distributing Progress Reports, 6 Week Report Cards, and any accompanying materials.

- Maintain ongoing accuracy of all student records, in both the student information system and in our paper-based cumulative folders, through ongoing internal and regional audits.
- Maintain current and 5 year historical primary student records including transcripts, demographic information, grades, scheduling information, and state assessment scores.

Physical and Work Environment

Tasks completed in primarily school office setting.

This position is performed in a school office environment and significant finger dexterity.

Some lifting, carrying, pushing and/or pulling may be required.

Coordinate workflow and task completion within the school and administrative offices.

Ability to meet established deadlines and ability to professionally handle high stress deadlines.

Personal Work Relationships

Candidate receives administrative supervision and is typically evaluated formally one time per year.

Candidate has significant contact with students, parents, and other school staff to provide instruction, offer guidance, exchange information, and develop social skills of students.

Additional Information

This job description is not an employment agreement or contract. Katherine Anne Porter School has the exclusive right to alter this job description at any time without notice.

This position is exempt from the Fair Labor Standards Act (FLSA). The office hours are 7:45 a.m. to 3:45 p.m., however, the Chief Academic Officer from time to time may work an extended schedule, including weekends and evenings according to demands of the role and tasks.

In accordance with applicable laws and Katherine Anne Porter School policies, no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration).

All new employees must present proof of identity and eligibility to work in the United States.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.