



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Attendance Clerk/Registrar

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 195

**REPORTS TO:** Principal

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

The role of the Attendance Clerk/Registrar is to manage and oversee involves the coordination of the process of attendance accounting and registration. Duties include, but not limited to, enrolling new students, determining school credits and residence status, preparing, and maintaining transcripts and permanent records of students, performing routine secretarial and other duties as assigned by the principal.

### **QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Certification as per TEA rules and regulations
- Proficiency in typing, word processing and file maintenance

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrates proficiency in the performance of duties requiring secretarial training skills that include data entry and keyboarding while maintaining smooth operations in the front office.
2. Efficiently performs routine office procedures.
3. The registrar/attendance clerk is courteous, friendly, and efficient in serving students, parents, staff, and campus guests. Incoming and outgoing calls are handled in the approved manner and documented appropriately.

4. Assists in the gathering and recording information for reports and records according to specified guidelines for attendance accounting and registration. Activities and reports, mailing list for various committees and task forces, organizational and departmental procedures, routing of communications, requisitions, and other pertinent information is maintained and available for inspection.
5. Maintains accurate and timely filing of student records. To include deciphering transcript information of new students and will advise the principal of any irregularities.
6. Provides teachers and administration with accurate information as needed.
7. Provides grades, enrollment and attendance information to administration and parents as requested.
8. Maintains and updates on a timely basis the transcripts of current students and ensures accurate information is provided for withdrawals, enrollments, UIL, etc. and participates in the annual archiving of student records.
9. Demonstrates proficiency in secretarial skills. Evidence of effective utilization of skills is available in the form of samples of letters produced, prepared lists, reports transmittals, and requisitions.
10. Demonstrates proficiency in operating office machines, computer hardware and software.
11. Demonstrates empathy-competence in relations with students by genuinely considering the feelings, value systems, interests, and achievements of the individual student.
12. Demonstrates empathy-competence and shows respect for staff members by genuinely considering the feelings, value system, interests, and concerns of the individual staff member.
13. Displays cooperativeness in working with fellow staff members in performing assigned duties and demonstrates initiative in undertaking tasks at hand and relieving the workload of co-workers.
14. Exhibits punctuality and dependability in performing assigned duties regarding scheduled workday.
15. Assists in supervising and maintaining confidentiality regarding student records, attendance, and grades.
16. Assumes personal responsibility for enhancing competencies through staff development, renewal programs, and reading of current literature.
17. Initiates procedures to modify performance, as deemed necessary, based on self-analysis of actions and feedback from staff members.
18. Is courteous, friendly, and generally efficient in serving staff members and public which exhibits maturity and self-control.
19. Adheres to proper channels when communicating ideas, problems, etc.
20. Performs other duties as requested by the campus administration.

**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; 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.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**