



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

**JOB TITLE:** Assistant Registrar

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 201

**REPORTS TO:** Principal

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- The role of the Assistant Registrar is to assist in the management of all functions of the registrar office. Duties include, but not limited to, enrolling new students, determining school credits and residence status, preparing and maintaining transcripts and permanent records of students.

### **QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency
- Clerical skills

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

1. Demonstrates proficiency in the performance of duties requiring secretarial skills that allows the registrar's office to operate smoothly.
2. The assistant registrar is courteous, friendly and generally efficient in serving students, parents, staff and campus guests. Incoming and outgoing calls are handled in the approved manner and documented appropriately.
3. Assists in gathering data for records and reports as is needed by the principal, assistant principal(s), supervisor, and counselor(s) as assigned.
4. Helps maintain accurate and timely filing of student records.

5. Helps provide grades, enrollment and attendance information to administration and parents as requested.
6. Assist in maintaining and updating, on a timely basis, the transcripts of current students.
7. Helps ensure accurate information is provided for withdrawals, enrollments, UIL, etc.
8. Demonstrates punctuality and dependability with regard to scheduled workday and overtime.
9. Projects a professional image through demeanor and dress.
10. Effectively operates the following office machines: copier, calculator, computer and typewriter.
11. Exhibits problem-solving skills particularly with regard to transcript review and analysis.
12. Projects a pleasant and friendly personality which exhibits maturity and self-control.
13. Adheres to proper channels when communicating ideas, problems, etc.
14. Demonstrates ability to communicate in both an oral and written manner.
15. Demonstrates initiative in undertaking tasks at hand and relieving the workload of co-workers.
16. Participates in the annual archiving of student records.
17. Undertakes additional duties as assigned

### **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.**