



Flour Bluff Independent School District Job Description

JOB TITLE: Registrar

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Principal

DATE REVISED: 12/06

PRIMARY PURPOSE:

- The role of the Registrar is to manage and oversee all functions of the registrar's 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
- General clerical skills, data entry, record keeping

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrates proficiency in the performance of duties requiring secretarial skills that allows the registrar's office to operate smoothly and service to continue to facilitate learning.
2. The 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. Maintains accurate and timely filing of student records.

5. Provides students and parents with transcript information needed for college enrollment.
6. Provides grades, enrollment and attendance information to administration and parents as requested.
7. Deciphers transcript information of new students and will advise the principal of any irregularities.
8. Maintains and updates on a timely basis the transcripts of current students.
9. Verifies credits for seniors and new students.
10. Ensures accurate information is provided for withdrawals, enrollments, UIL, etc.
11. Ensures equitable distribution of work between registrar and assistant registrar.
12. Demonstrates punctuality and dependability regarding scheduled workday and overtime.
13. Projects a professional image through demeanor and dress.
14. Effectively operates the following office machines: copier, calculator, computer and typewriter.
15. Exhibits problem-solving skills particularly regarding transcript review and analysis.
16. Demonstrates ability to communicate in both an oral and written manner.
17. Adheres to proper channels when communicating ideas, problems, etc.
18. Demonstrates initiative in undertaking tasks at hand and relieving the workload of co-workers.
19. Participates in the annual archiving of student records.
20. 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.

