



Title: Registrar/Attendance Clerk  
Reports to: Heads of School/PEIMS Coordinator/District Registrar  
Duty Days: 12 Month  
Wage/Hour Status: Non-Exempt  
Hours: 7:30 a.m. – 4:00 p.m. Monday – Friday

**Minimum Requirements:**

- High school diploma/Some college preferred
- Previous experience working with children
- Must be able to pass a local criminal history check, a fingerprint background check
- Be self-motivated and able to prioritize and multi-task.
- Telephone skills, knowledge of Microsoft Office and Google Suite
- Written and verbal communication skills

**Responsibilities:**

- Create and Maintain student files
- Register and schedule new students
- Make and fulfill requests for student records
- Inform Special Education Director of known incoming Special Education Students
- Inform Student Services Coordinator of incoming RTI and ESL/LEP Students
- Run progress reports & report cards
- Take calls for enrollment inquiries
- Maintain a current student database
- Prepare student withdrawal paperwork
- Enter coding as directed by the PEIMS Coordinator
- Oversee Attendance and make sure it is posted at the designated time daily
- Enter excuse coding as outlined in the Parent/Student Handbook
- Notify parents of tardies, excessive absences and truancy
- Oversee detention for students with excessive tardies
- Prepare truancy paperwork for Headmaster's office to file with the Courthouse
- Track Leavers
- Maintain accurate attendance documentation and follow all TEA guidelines outlined in the Student Accounting Handbook.
- File weekly attendance documents and supporting documentation
- Run daily, weekly and 6 wk. Cycle Attendance Reports
- Box, label and store all End Of Year auditable documents
- Update & maintain emergency procedures for the campus
- Lunch Duty Assistant
- Assist in student recovery; escort students to and from recovery
- Oversee students who have been assigned lunch detention
- Other duties as assigned by Heads of School

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