**Registrar - PEIMS**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To: Coordinator of Virtual School**

**Dept/Campus:** Virtual School **Paygrade:** PP-5

**Wage/Hour Status:** Nonexempt **Date Revised:** April 2020

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

Responsible for maintaining student records at the campus level. Process student enrollment, scheduling, and special program coding. Perform administrative duties in the management of the District’s electronic student database, including independently collecting and analyzing data .

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma

PEIMS experience preferred

Two years of college preferred

**Special Knowledge/Skills:**

Knowledge of PEIMS reporting process

General knowledge of accounting, arithmetic, algebra, geometry, calculus, statistics, and their applications

Working knowledge of electronic database applications and strong Microsoft Excel skills

Ability to interpret policy, procedures, and data

Ability to effectively communicate (written and verbal) with colleagues

Must be detail-oriented and thorough in completing work tasks

Ability to maintain accurate and auditable records

Ability to use personal computer to analyze and organize data into required reports

**Experience:**

Clerical experience preferred

Experience in a school district preferred

Minimum three years experience with Microsoft preferred

Office products and data analysis

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain physical and computerized records, including student cumulative folders.
2. Responsible for the enrollment, scheduling, and special program coding of all students.
3. Maintain proper files of current and former students according to an established policy.
4. Maintain an accurate knowledge base and comply with state, district, and school policies, and regulations concerning primary job functions including state and local attendance and PEIMS policies when applicable.
5. Maintain a positive and effective relationship with supervisors, co-workers, students, and community.
6. Model behavior that is professional, ethical and responsible
7. Monitor the student information system to ensure accuracy of data processed and correct data entry errors.
8. Analyze student information upon request, extracting data and formatting into charts, graphs, or presentations.
9. Responsible for preparing campus PEIMS data for submission to TEA, including the resolution of submission errors and PID errors.
10. Attend meetings, workshops, and seminars as necessary to remain informed of PEIMS updates, state, and federal guidelines.
11. Maintain strict confidentiality of information.
12. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.

**EQUIPMENT USED:**

Computer, printer, calculator, fax machine, copier, multi-line telephone system, and other modern office equipment

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress; maintain a clear focus on customer service, ability to manage mulit-tasks.

**Physical Demands:**

Repetitive hand motions; ability to work with frequent interruptions; ability to lift and carry 50lb.

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

Employee Date

Supervisor Date