



Longview Independent School District

JOB DESCRIPTION REGISTRAR

JOB TITLE:	Registrar	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal	TERMS:	226 Days
DEPARTMENT:	Longview High School	PAY GRADE:	Clerical/Par 5

PRIMARY PURPOSE:

Custodian of all official academic records for Longview High School, Mary C. Womack High School, Judson High School and GED

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Working knowledge of office procedures

Experience:

Three years clerical experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Provide complete and accurate high school record for former as well as current students; maintain cumulative files
2. Provide reports and work with graduation, awards programs and other duties
3. Acquire records, develop transcripts and print academic history for new students
4. Provide records and graduate information to businesses, peace officers, armed forces, Texas Rehab etc.
5. Provide transcript, grade average and class rank information to student or parent upon request
6. Enter grade information into computer for special programs, summer school, credit by exam, correspondence, 8th grade courses, dual credit, etc.



Longview Independent School District

JOB DESCRIPTION **REGISTRAR**

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

7. Supervise placement of grade and test labels on transcripts
8. Provide honor roll information
9. Generate diplomas for former graduates
10. Reclassify students
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



Longview Independent School District

JOB DESCRIPTION **REGISTRAR**

WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours possible; biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2013