

Killeen Independent School District Job Description

Job Title: Counselor Registrar - Gateway
Reports To: Principal and/or Assistant Principal
FLSA Status: Exempt

SUMMARY

Monitors and maintains students' academic records, and registers and schedules students expeditiously and appropriately.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Maintains Academic Achievement Record information to include grades (calendar year and summer school), grade-points, and credits earned.

Input grades from correspondence courses, CBE, EFA concurrent courses, dual credit courses, online credit recovery/acceleration courses.

Reclassifies student grade level based on credits earned.

Reclassifies early graduates into the senior class.

Coordinates with other school districts for reciprocal graduates.

Verify the credits/schedules of students, especially potential graduates, to ensure graduation requirements are met.

In coordination with counselors, identifies target students and gives them options for earning additional credits for graduation (i.e., correspondence courses, credit by exams, Pathway Academic Campus).

In coordination with counselors, identifies those students who will not graduate, or who are in danger of not graduating, and advises them of their alternatives.

Assists district PEIMS Coordinator by entering, validating and/or correcting campus-level PEIMS-related information (names, gender, ethnicity, addresses, state ID number, birthdate, contact information, phone numbers, email address, connect ED, Home Access Center, etc.) through the use of edits, e-mail or faxed requests, PEIMS reports and on-campus verification checks.

Track leavers, movers and dropouts in student information system through enrollment verification outside of district to establish dropout rate.

Track graduates and continuers for completion rate.

Attends all district PEIMS training sessions relevant to current job responsibilities and disseminates information to appropriate campus staff.

Compiles, maintains, and files all reports, records and other registration documentation as described in Student Attendance Accounting Handbook and PEIMS Data Standards.

Corresponds with sending school to clarify questions regarding records.

Assists teachers in locating and interpreting records.

Assists students in completing post-secondary applications and forms to include official transcripts.

Responds to academic requests from other schools, colleges, businesses, etc., within time guidelines.

Registers new students and withdraws students who are leaving the campus.

Evaluates schools' academic achievement records and schedules students appropriately.

Alert Special Program personnel of special population enrollment (504, SPED, ELL, HARP, Dyslexia, PRS, CIS, GT).

Assist Campus Testing Coordinator in identification of appropriate assessment needs of new students.

Inputs new student records into computer by creating transfer screens, and report card for transcript.

Assists students in adjusting to the campus.

Sends transfer grades to teachers.

Inputs grades from Summer School, correspondence course, CBE, CPT, and Evening Academy.

Processes outgoing records.

Processes inactive records and previous year's graduate records to Property Management.

Assists administrators with fall and spring registration activities.

Plans and implements registration processes for new students.

Manages and leads the counseling program by planning, organizing, implementing and delivering program activities to improve students' Intrapersonal Effectiveness, Interpersonal Effectiveness, Personal Health and Safety, and Post-secondary Planning and Readiness.

Delivers classroom guidance activities by teaching the school guidance curriculum components through the use of effective instructional skills and intentionally planned, structured group sessions for students based on campus needs.

Assists students and their parents or guardians in monitoring their academic, career, personal and social development as they progress in school.

Collaborates with administration in the coordination and implementation of school programs that address students' educational, career, personal and social development.

Guides and advises students and their parents/guardians regarding the importance of higher education, coursework designed to prepare students for higher education, and financial aid availability and requirements.

Conducts an annual campus counseling program evaluation.

Provides parent and staff training and consultation to foster student educational, career, personal and social development.

Performs other related comprehensive school counseling program assignments.

Demonstrates professional and responsible work habits.

Uses professional written and oral communication and interpersonal skills.

Participates in program development at the campus and district level.

Facilitates communication within the school and between school and community.

Attends workshops and conventions for professional development.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervision responsibilities in accordance with the district's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work; rewarding and disciplining employees, addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree and three years teaching experience; one year experience as a school counselor or academic advisor, preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Counseling Certificate and/or Principal certification.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and educational journals, financial reports, and legal documents. Ability to write routine reports and correspondence. Ability to speak effectively before groups of faculty, students, and/or parents.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

Tools/Equipment Used: Personal computer (PC) and peripherals; standard instructional equipment; requires considerable close up work with computer video displays

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside, may work outside

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

Revised Date: July 21, 2020

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.