

## **Killeen Independent School District Job Description**

**Job Title:** Counselor Registrar  
**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 grade point averages and verifies senior class rank.

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 and Evening Academy  
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 potential graduates to ensure graduation requirements are met.

Certifies students for graduation and orders diplomas.

Compiles graduation list for diplomas/determines honor graduates.

In coordination with counselors, identifies target students and gives them options for earning additional credits for graduation (i.e., correspondence courses, credit by exams, evening academy, 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 attendance/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 recommends initial course placement.

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, rank records 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.

Coordinates with counselors for course selection and placement accuracy.

Assists counselors with guidance activities and programs.

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.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of educational instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

### **WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**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.