



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

HIGH SCHOOL REGISTRAR

2009-2010

JOB NUMBER 3248

Applying for this posting places your name in a pool of applicants who wish to be considered for registrar positions as they become available in the district.

QUALIFICATIONS:

1. High school diploma/GED equivalent.
2. Demonstrated proficiency in general office procedures.
3. Demonstrated proficiency in effective communication and interpersonal skills. Must have a high level of integrity regarding confidentiality of student records and campus issues.
4. Demonstrated proficiency in applied technology (Microsoft Office).
5. Must be self-motivated, able to work in high pressure situations, able to multi-task and work collaboratively.
6. Possess minimum of two years' experience in related environment; public school experience preferred.
7. Competency on CFISD proficiency test (score of **85** or above and a minimum of **50** wpm typing skill).

LENGTH OF EMPLOYMENT:

High School	220 days
Windfern High School	210 days

SALARY/PAYGRADE:

High School	CT 46 (\$29,278)
Windfern High School	CT 45 (\$25,406)

ESSENTIAL FUNCTIONS:

1. Maintain confidentiality surrounding student records and information.
2. Evaluate routine transcripts for new students to determine appropriate and equivalent awarding of credits and grade placement.
3. Collaborate with campus Coordinating Counselor and Coordinator for Transcript Evaluation regarding non-routine, out-of-state, out-of-country, private school, and/or home school transcripts or situations.
4. Communicate with other school entities to gather and/or provide information regarding programming in an effort to clarify course titles, program structures, grading scales, and scheduling models that affect the awarding of credits.
5. Remain current regarding requirements and perform tasks associated with the following areas.
 - Graduation programs (Minimum, Recommended, and Distinguished Achievement)
 - UIL guidelines
 - NCAA guidelines
 - PEIMS coding
 - District retention, promotion, and reclassification policies and procedures
 - Admissions, registration, withdrawal, guardianship, and transfer rules and regulations
6. Coordinate work flow and task completion within the office.
7. Collaborate with appropriate attendance officer, assistant principals, or Director of Student Admissions, Attendance, and Transfers to ensure accuracy and adherence to laws regarding admissions, registration, withdrawal, guardianship, and transfers.
8. Compile, maintain, and distribute accurate senior ranks and GPAs.
9. Maintain school records including the Academic Achievement Record (AAR –transcripts) and cumulative folders.
10. Maintain report card grades, emergency card information, and student demographic information.
11. Collaborate with campus administration to prepare for, organize, and facilitate the new student registration process.

High School Registrar, page 2

12. Collaborate with administrative staff to complete the Dropout Recovery process.
13. Perform duties associated with graduation as listed.
 - Verify diploma cards to ensure accuracy with birth certificate information;
 - Process GPAs for honor graduates and all graduates;
 - Prepare graduation name cards for the ceremony;
 - Distribute final transcripts to colleges immediately after graduation; and
 - Compile graduation information for state reports.
14. Perform other duties as assigned by the campus principal and Director of Curriculum and Instruction, High School.

REQUIREMENTS: After submitting an application, **ALL** applicants must **register online** for the proficiency test and bring educational credentials the day of testing. To register, click on [Apply Online](#) below and go to Steps 5 & 6.

INTERESTED APPLICANTS MAY CONTACT:



Human Resources
10300 Jones Road, Rm. 229
Houston, Texas 77065
Phone: 281- 897-4189
Fax: 281-517-2106
Email: annette.escobar@cfisd.net
[Apply Online](#)
Category: 09-10 Paraprofessional

DEADLINE TO APPLY:

Applications taken year round

Posted10/09