

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Registrar (High School)		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	4	226	Non-Exempt	September 2023

Primary Purpose:

Responsible for maintaining student records at the campus level.
Process student enrollment, transfers, and withdraws for the campus.

Qualification Guidelines:

Education/Certifications:

High School diploma

Experience:

Three years' clerical experience

Special Knowledge/Skills/Abilities:

Ability to maintain accurate and auditable records
Ability to use personal computer and software to develop or maintain spreadsheets and databases, and do word processing
Proficient typing, keyboarding, and file maintenance skills
Basic math skills
Strong organizational, communication, and interpersonal skills
Knowledge of graduation requirements

Supervisory Responsibilities:

Supervise paraprofessionals when needed
Coordinate with administrator in interview and hiring process
Coordinate with administrator in evaluation process

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; fax machine and shredder

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

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

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Maintain physical and computerized records including student cumulative folders, progress and failure reports, and transcript data as is appropriate.
2. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases.
3. Process and transmit requests for student information, including student transcripts for colleges and universities in a timely manner.
4. Calculate grade point averages, class rank and update dropout data.
5. Assist campus administration and counselors with the preparation of reports and student data information as is required for PEIMS.

Other

6. Maintain confidentiality of information.
7. Perform other duties as assigned.

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