



High School - Registrar – DPHS-S

General Statement of Responsibilities:

To maintain accurate files of active and inactive students who enroll in the high school.

Responsibilities:

- Confirm eligibility and register new students; determine grade placement and secure bilingual form.
- Prepare and maintain permanent records on each new student.
- Enter and update as needed all student computer information; notify all offices of name changes, record corrections, etc.
- Enter grade corrections and incompletes; notify teachers of outstanding incompletes and post corrections.
- Secure and maintain open enrollment forms.
- Assist Technology in no shows and dropouts.
- Comply with subpoenas.
- Withdraw student.
- Post all college entrance tests on permanent record cards.
- Rank students at end of each year and again after first semester; prepare final rank; distribute rank to students and post on permanent records.
- Confirm list of first semester grades for early graduates.
- Order diplomas and prepare magna cum-laude and cum-laude orders.
- Proof diplomas and place sheets for distribution; prepare list of all candidates for graduation; prepare for commencement exercises.
- Certify SR's for graduation.
- Record and file graduate and withdrawn student records; label, and store folders of graduates and withdraws.
- Send transcripts on out of-district students; prepare transcripts for college entrance and scholarships; verify vital statistics, etc., for places of employment, government agencies, armed services, prison and detention homes, etc.
- Post summer school grades and correct total credits; reclassify all students during the summer to proper grade level and list failures for counselors.
- Register new students during summer months, request transcripts.
- Prepare necessary forms for next school year.
- Perform other duties and responsibilities assigned by the principal.

Req. #99000-93

Open Date: 4/2/19 Close Date: 4/16/19



DEER PARK
INDEPENDENT SCHOOL DISTRICT
A Texas RECOGNIZED School District

2800 Texas Avenue
Deer Park, Texas 77536
832.668.7000
www.dpsid.org

Qualifications:

- **In/Out of District**
- Type minimum of 50 words per minute
- Acceptable scores on district administered tests
- Such additional qualifications as the Board may find appropriate and acceptable

Apply To: Applicants are required to fill out an online application at www.dpsid.org and attach/or mail an updated resume and a copy of the High Diploma/GED to the Human Resources Department.

Start Date: Effective Immediately

Salary: Paraprofessional Pay Grade 5 Min: \$17.05 Max: \$23.79

Days: 240