

 **LOCATION:** Pathway Academy, Big Spring, Texas

 **REPORTS TO:** Chief Operating Officer

 **SALARY:** Board Approved Pay Scale

## **ABOUT US**

At Pathway Academy, we believe in the transformative power of education and are dedicated to unlocking the immense potential within every learner. Our mission is to cultivate an environment conducive for students to become the best versions of themselves through personal connections, individual instruction and servant leadership.

## **POSITION OVERVIEW**

Pathway Academy is seeking a highly organized and efficient Registrar/PEIMS Coordinator to manage student records, oversee state reporting compliance, and provide administrative support to school leadership. This role is essential in ensuring accurate student data collection, TEA (Texas Education Agency) compliance, and the efficient operation of school administrative functions. The ideal candidate will have strong analytical skills, excellent communication abilities, and a commitment to student success.

## **KEY RESPONSIBILITIES**

- Perform daily administrative tasks, including answering phones, responding to emails, and greeting visitors.
- Manage student enrollment, withdrawals, and transfers in compliance with state regulations and school policies.
- Maintain accurate and up-to-date student records, including attendance, grades, transcripts, and demographic information.
- Serve as the primary point of contact for student record inquiries from parents, staff, and external agencies.
- Assist with school communications, scheduling, and coordination of school events and meetings.
- Provide administrative support to school leadership, including preparing reports, correspondence, and maintaining office organization.
- Maintain confidentiality and professionalism when handling sensitive student and school data.
- Assist with the preparation and distribution of school newsletters, announcements, and other communications.

- Oversee the collection, verification, and submission of PEIMS data, including attendance, discipline, course completion, special programs, and personnel information.
- Ensure compliance with TEA reporting deadlines and state data accuracy requirements.
- Conduct regular audits to maintain data integrity and resolve discrepancies in student records.
- Stay informed on TEA updates, PEIMS requirements, and state reporting changes.
- Support the school's mission by contributing to a protective and nurturing learning environment.

### **QUALIFICATIONS & SKILLS**

- High school diploma or equivalent (Associate's or Bachelor's degree preferred).
- Previous experience in administrative support, student records management, PEIMS reporting or a related field.
- Proficiency in using office software, including Microsoft Office Suite (Word, Excel, PowerPoint) and student information systems.
- Knowledge of TEA policies, PEIMS reporting, and FERPA compliance.
- Ability to multitask, prioritize, and manage time effectively in a fast-paced environment.
- Detail-oriented and able to maintain accuracy in record-keeping and data entry.
- Excellent communication and collaboration skills to work with parents, staff and leadership.
- Other duties as assigned.

### **ADDITIONAL INFORMATION**

Pathway Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

This job description is not an employment agreement or contract and does not alter your status as an at-will employee. The foregoing statements describe the general purpose and level of work assigned to this position; they are not necessarily an exhaustive list of all responsibilities, duties or skills that may be required. Pathway Academy reserves the right to revise this job description at any time without notice.