SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

REGISTRAR

SALARY SCHEDULE: SSP8

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:
(1) High School Diploma or equivalent.
(2) Achieve a passing score on the District Administered Registrar Test.

KNOWLEDGE, SKILLS AND ABILITIES:
Computer skills. Great people skills. Positive communication skills, both oral and in writing. Good analytical skills. Knowledge of state age and immunization requirements. Knowledge of teachers and school personnel expectations.

REPORTS TO:
Principal or designee
District Administrator

JOB GOAL
To facilitate student enrollment, record keeping and storage in compliance with federal, state and local guidelines.

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
* (1) Register and input data on all new students.
* (2) Facilitate transfers/withdrawals of outgoing students.
* (3) Request and transfer student cumulative records.
* (4) Maintain student permanent records and census information.
* (5) Sort and distribute grade sheets and report cards.
* (6) Input grade changes.
* (7) Input and maintain all health information.
* (8) Maintain bus schedules and post changes.
* (9) Coordinate Record Retention.
* (10) Collect and file copies of progress.
* (11) Communicate with Department of Research, Assessment and Evaluation relative to student reassignment and/or school choice.
* (12) Stay informed on technology changes.
* (13) Communicate with County Health Department regarding immunizations, health clinics and other services.
* (14) Demonstrate initiative in the performance of assigned responsibilities.
* (15) Provide for a safe and secure workplace.
* (16) Model and maintain high ethical standards.
* (17) Follow attendance, punctuality and proper dress rules.
* (18) Maintain confidentiality regarding school matters.
* (19) Maintain positive relationships with staff, students and parents.
REGISTRAR (Continued)

*(20) Participate in workshops and training sessions as required.
*(21) Communicate effectively with staff, students and parents.
*(22) Keep supervisor informed of potential problems or unusual events.
*(23) Respond to inquiries and concerns in a timely manner.
*(24) Prepare all required reports and maintain all appropriate records.
*(25) Follow all School Board policies, rules and regulations.
*(26) Exhibit interpersonal skills to work as an effective team member.
*(27) Demonstrate support for the School District and its goals and priorities.
*(28) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities