

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### REGISTRAR COORDINATOR

**SALARY SCHEDULE: SSP12**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- 1) High school diploma (associates degree or a degree from a technical institute preferred)
- 2) Minimum 5 years experience as a School registrar or District registrar related position (multiple levels preferred); of which 3 years must be as a secondary level school based registrar
- 3) Minimum 5 years' experience in current District student information system processes and procedures
- 4) Experience with master scheduling and scheduling students
- 5) Achieve a passing score (70% or better) on the current Registrar's Test
- 6) Achieve a passing score on the current Registrar Coordinator Skills Test
- 7) Valid Florida Driver's License and reliable transportation

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work comfortably with MS Word, Excel, Power Point, and the District's Student Information System. Disciplined and well-organized team player that will work professionally with District and School personnel. Ability to communicate well, both orally and in writing. Ability to guide others effectively. Ability to work collaboratively with others. Developed analytical skills.

**REPORTS TO:**

Manager, Data Analysis and Reporting

#### JOB GOAL

To provide support to the District's Registrars ensuring data accuracy, quality training, and communications across all schools and all levels.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*( 1) Act as liaison between school-based registrars and District offices (including but not limited to: IT, Pupil Support Services, Research and Assessment, School Health, Record Retention, etc.)
- \*( 2) Develop and deliver training, as required, to all registrars to ensure registrars are current on methods and practices and have the current skills needed to be successful
- \*( 3) Arrange routine, recurring meetings of registrars, both District-wide and level alike, to ensure registrars are aware of latest decisions and changes.
- \*( 4) Support individual school principals by filling in, when needed, when registrar positions are gapped as a result of staffing changes, long term leaves, or other personnel actions
- \*( 5) Drive to district schools to assist registrars, or position gaps, as needed
- \*( 6) Stay current on all activity relating to State Reporting, data collection, verification, and analysis.
- \*( 7) Stay current on all activity relating to all aspects of data entry into the Student Information System
- \*( 8) Assist with cross training of registrars at the school level.
- \*( 9) Respond to help tickets in a timely manner.

## **REGISTRAR SPECIALIST (Continued)**

- \*(10) Respond to school level inquiries and concerns in a timely manner.
- \*(11) Maintain the District's Registrar's Manual and other related training and informational materials
- \*(12) Stay informed on technology changes.
- \*(13) Communicate with County Health Department, Student Services, Research Assessment, & Evaluation, and other District functional areas regarding relevant policies and procedures.
- \*(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.
- \*(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:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently 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. 12**

\*Essential Performance Responsibilities