

DeKalb County School District Position Specification

Title: Registrar

DIVISION	School-Based		
DEPARTMENT	School-Based		
REPORTS TO	Principal		
CLASSIFICATION	Secretary	LEVEL	SEC
CALENDAR	11 Month	FLSA	Non-Exempt
RETIREMENT	Teachers Retirement System	APPROVED (HR)	07/02/2012

General Statement of Job

Maintains student accounting enrollment and withdrawal data; maintains, implements, and assigns student schedules; facilitates student grade reporting procedures.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Maintains all student enrollment data and withdrawal data on E-SIS; accesses old transcripts using AS-400.
- Prints and facilitates distribution of grade reports including progress reports and report cards; communicates with teachers to assure accurate grade reporting and to maintain grade reporting records.
- Assists in building and maintaining computerized master schedule.
- Responds to inquiries from parents and other school districts concerning student records.
- Provides E-SIS reports to faculty and administrators as requested (e.g., Full-Time Equivalent (FTE) reports, class rosters, eligibility reports, grade reports).
- Performs other duties as assigned.

Education and/or Experience:

Associate's degree or equivalent completed college course work relative to general office procedures, bookkeeping and computer entry from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent required with a minimum of three (3) years of experience in general office procedures, bookkeeping and computer entry required or an equivalent combination of courses and responsible office/clerical experience required.

Certificates, Licenses, Permits: None.

Knowledge, Skills & Abilities:

May require:

Knowledge of curriculum guidelines for the school system and state requirements; schools system policies; enrollment requirements; grade and FTE reporting procedures and relevant regulations; programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.

Skill in effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems.

Ability to use relevant computer applications.

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes

are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to works steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.