

## 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