

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DRIVER IMPROVEMENT PROGRAM REGISTRAR**SALARY SCHEDULE: SSP8****COST CENTER: SCTI (0391)****QUALIFICATIONS:**

- (1) High School Diploma or equivalent
- (2) Achieve a passing score on the District Administered Registrar Test
- (3) Qualified experience with a Florida Traffic School registration process
- (4) AA degree or higher preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Computer skills. Great people skills. Positive communication skills, both oral and in writing. Good analytical skills. Knowledge of laws and processes about Florida traffic schools. Experience or demonstrated ability to use SCTI Traffic School Registration software. Proactive and self-starting.

REPORTS TO:

Business Manager, SCTI

JOB GOAL

To facilitate student enrollment in Drive Improvement programs, record keeping and storage in compliance with state and local guidelines.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Interview and register / input data for students of the Driver Improvement Program.
- * (2) Collect fees, operate cash register, credit card machine, follow Board policy regarding money collection.
- * (3) Schedule teachers and rooms for Driver Improvement classes.
- * (4) Maintain traffic student records.
- * (5) Schedule part-time office staff to adequately cover needs at front counter.
- * (6) Train new staff.
- * (7) Be primary liaison between SCTI and public for Driver Improvement Program issues.
- * (8) Provide reports as required by State agencies and course providers.

DRIVER IMPROVEMENT PROGRAM REGISTRAR (continued)

- * (9) Maintain adequate supply of course materials.
- * (10) Assist the Business Manager in the development of new offerings in the Driver Improvement Program.
- * (11) Communicate with Clerks of Court staff, as needed.
- * (12) Coordinate and prepare mailings to perspective students.
- * (13) Stay informed on technology changes.
- * (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.

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. Salary and benefits will be paid from fees generated by the Driver Improvement Program. Should the fees collected not be sufficient to fund the position, the position may be eliminated or cut back in subsequent staffing deliberations.

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. 5

*Essential Performance Responsibilities