



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Registrar II (High School)
JOB CODE: MM-014
CLASSIFICATION: Non-Exempt
SALARY BAND / GRADE: 14
BARGAINING UNIT: FOPE - Clerical
REPORTS TO: Administrator/Principal or Designee
CONTRACT YEAR: 9, 10, 10 ½, or 11, 12 Months or Year-Round Calendar

POSITION GOAL:

To provide support for the registration process within the assigned school, performing a wide variety of diversified clerical duties in a high school or vocational center, including with respect to registering students, processing and maintaining accurate student records, and otherwise working with student schedules and other forms of student data in a responsible and accurate manner.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Registrar II (High School) shall carry out the essential performance responsibilities listed below.

- follow Follow instructions and established policies and procedures to perform specialized registrar duties, referring questionable matters to the Guidance Director.
- process Process required forms and information to enroll new students, and discuss the process with informing students and parents of the process
- maintain Maintain cumulative folders and permanent record cards in a secure manner.
- prepare Prepare various lists and reports in regard relative to student ranking, grade averages, graduation, reassignments, and forms of data etc.
- prepare Prepare graduation and rank in class lists and transcripts; evaluate course records and credits, and determine grade point averages; prepare Federal, State, County, and other special statistical reports.
- handle Receive and mail transcripts and other requested records as authorized and prepare related correspondence.
- process Process student withdrawals and transfers, of students and verifying that all student obligations are settled.
- review Review students' immunization forms to verify adherence to governmental requirements.
- interact Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
- operate Operate standard office equipment such as any generation of typewriter, calculator, CRT terminal, microcomputer, word processor, duplicator, etc., as well as equipment developed or advanced from future technology as required by the job.
- Safeguard the confidentiality of all student data and other forms of privileged information entrusted to the school.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- participate Participate successfully, in the training programs offered to increase enhance the individual's skills and proficiency related to the assignment job responsibilities.
- review Review current developments, literature and technical sources of information related to job responsibility responsibilities.
- ensure Ensure adherence to good safety rules and procedures.
- follow Follow federal and state laws, as well as School Board policies.
- perform Perform all other duties as assigned by the administrator/principal or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- ~~A minimum of Three (3) two (2) years, within the last five (5) years, of school-related experience which has demonstrated an expertise to perform duties following standard practices which require the use of some judgment in making minor decisions.~~
- ~~A well-rounded knowledge~~ Knowledge of clerical methods, practices and procedures, and business office practices; must be computer literate including, filing, answering phones or utilizing standard office equipment.
- Demonstrated ability to communicate effectively and tactfully, both verbally and in writing.
- Effective organizational and time management skills.
- ~~Must have passing test scores:~~
 - ~~Computer Keyboard Skills:~~
 - ~~Speed 40~~
 - ~~Accuracy 70~~
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills preferred.
- ~~The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job~~

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with district, school-based personnel, parents and students to perform daily tasks.

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 School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 2/2/78

Revised: 6/5/80 (Eff. 6/10/80)

11/6/80; ER80-12 Approved: 10/2/80

Revised: 11/17/92 &

Adopted: 12/1/92

Board Adopted: 12/16/03

Board Adopted: 6/1/04

Board Adopted: 12/7/04