



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Registrar III (Adult & Vocational Centers)
JOB CODE: MM-023
CLASSIFICATION: Non-Exempt
SALARY BAND / GRADE: 15
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 assist the Administrator/Principal or designee in accordance with prescribed policies, procedures, and common operational practices in a responsible and accurate manner. To provide support for the registration process within the assigned adult & vocational center, performing a wide variety of clerical duties, including registering students, processing and maintaining accurate records, schedules and other forms of student data.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Registrar III (Adult & Vocational Centers) shall carry out the essential performance responsibilities listed below.

- Provide support for all registration activities including, greeting new students, explaining registration procedures, gathering and entering registration information into computer terminal, assisting students with the completion of forms, answering questions, and verifying that all registration requirements are met and information is received are provided.
- receive Collect fee payments from students, enter amounts received and associated information appropriately, issue receipts, explain and verify fee waiver eligibility waivers and receive proof of eligibility, and prepare. Prepare reports related to cash income and disbursements.
- process Process refund requests for cancelled classes and for students who withdraw withdrawing from classes within prescribed times the designated timeframe or whose classes have been cancelled.
- order Order forms, books and supplies; verify that all books and materials supplies are received are in accordance with orders; unpack and store supplies put into storage.
- may sell Sell books and supplies to students, as requested.
- contact Follow up with government and social services agencies to request student information, or support of fees and expenses provided by the agencies.
- refer Refer adults to appropriate personnel for counseling and curriculum information.
- prepare Maintain the security of all funds, including preparation of cash reports, prepare and make bank deposits, make and providing cash exchanges for students and staff, and maintain security of all funds.
- answer Answer telephone calls and provide information and explanations to the callers with in a polite and sensitive courteous manner.
- notarize Notarize forms, as requested.
- prepare Prepare or assist in preparation and maintenance of records such as:
 - a. Registration and tally sheets
 - b. Registration changes
 - c. Student attendance
 - d. Substitute list
 - e. Room assignments
 - f. Audio-visual inventory
 - g. Sign-in sheets for instructors
 - h. Payrolls
 - i. Book inventories

- ~~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 ~~Three~~ (3) years, within the last five ~~(5)~~ years of related experience in clerical methods, procedures, and business office practice, utilizing a wide range of procedures and diversified duties.
- Knowledge of clerical practices and procedures, including, filing, answering phones or utilizing standard office equipment.
- The Demonstrated ability to communicate effectively with the public 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:

- Knowledge of the school district ~~preferred.~~
- 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: 12/7/78

Revised: 6/5/80 (Eff. 6/10/80 & 11/6/80)

ER80-12 Approved: 10/2/80 &

Revised: 11/6/80

Revised: 11/17/92 &

Adopted: 12/1/92

Board Adopted: 12/16/03

Board Adopted: 6/1/04

Board Adopted: 12/7/04

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