



Mobile County PUBLIC SCHOOLS

Job Description Title – SCHOOL REGISTRAR

SUPERVISED BY/REPORTS TO: Principal or his/her designee, District Registrar

FLSA Designation: Non-exempt

JOB GOAL:

To manage school registration and maintain the student records-reporting process for the school.

QUALIFICATIONS:

1. Must be a high school graduate from a regionally accredited school with a high school transcript or have GED equivalent and evidence of computer experience on application to be considered for the position. Associate degree or higher preferred.
2. Demonstrated proficiency in oral and written communication skills. Effective interpersonal skills, with an emphasis on communication and collaboration with a diverse variety of people and groups.
3. Knowledge of computer network operations, data entry and retrieval using technology, and knowledge of Microsoft Office Programs: Excel, Word, Outlook, Access, or other comparable or similar software.
4. Must take an Office Basic Skills Test.
5. Ability to work independently, demonstrates initiative, prioritizes tasks, and performs assignments as directed with accuracy, attention to detail, and within established time frames. Ability to organize and maintain accurate records.
6. Ability to exercise tact, courtesy, and initiative in dealing with students, parents, school staff, and the public.
7. Possess and demonstrate high ethical standards, accountability, and integrity and ensure compliance with local school student record standards.
8. Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
9. Good general health, clean in attire and professional in appearance.
10. Ability to be punctual and maintain regular attendance.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee may be frequently required to sit, walk or stand for possible long periods of time.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, bending, twisting, kneeling, crouching and overall mobility to perform job responsibilities. Must be able to lift 10 to 20 lbs.
- The employee must be able to hear and speak to exchange information in person, on the telephone or office intercom and in face-to-face interactions.

- View a computer screen for prolonged periods.
- Have tolerance to be exposed to noisy conditions.
- Work independently and perform assigned tasks in accordance with deadlines and standards with minimal direction or review of work.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

1. Registers new students, verifies residency, requests records, assists withdrawing students, and sends records as needed. Contacts and/or corresponds with other schools or agencies to complete student registration and records. Must be able to coordinate an online registration.
2. Maintains student records, related school records, transcripts, reports, databases, and correspondence records as needed. Collects immunization forms. Performs duties in PowerSchool to complete level data and provisional enrollment corrections.
3. Maintains attendance records efficiently. May be subpoenaed about student attendance. Must be familiar with divorce decrees, custody orders, DHR notifications, McKinney Vento Act (rights of homeless families), the rights of ELL (English Language Learners) families and other legal documents. Must work as needed with DHR, local school designated Social Worker, and other outside agencies. SSA (Social Security Administration) requests must be completed in a timely manner. Understands the importance of Special Education and ELL records.
4. Accurately maintains information related to student enrollment, promotion, retention, dropout, and graduation as applicable. Updates and purges student permanent records as directed by the Central Office. Maintains records room in compliance with the Alabama State Department of Education and the Central Office.
5. May do homeroom rosters at the direction of the principal. Forwards transfer grades to teachers. Completes quarterly grade verifications and distribution. Changes grades at the end of the term as requested by teachers and/or approved by the principal. Prepares report cards.
6. Maintains confidential student files and records related to grades and test results. Maintains appropriate confidentiality regarding school/workplace matters. Maintains current knowledge of legal requirements for protecting student information.
7. Operates a variety of office equipment such as a calculator, copier, fax machine, computer and assigned software.
8. May assist with athletic eligibility if needed in middle school or high school.
9. Performs duties in a courteous and professional manner. Meets, greets, and deals effectively with the general public, staff members, students, parents, administrators, and other contact persons using tact and good judgment. Assists parents and/or school personnel in obtaining needed documentation, verifications, transcripts, or records for meetings, projects, planning or legal proceedings. Exhibits interpersonal and collaboration skills to work as an effective team member.
10. Ability and willingness to work in a highly demanding, stressful environment.
11. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
12. Has general knowledge of office equipment, i.e., copiers, multi-line phones system and

intercoms. Arranges for technical support, servicing, and effective operation of office technology and office machines if requested.

13. Be flexible, adaptable to change, and perform all duties related to the general job function as assigned by supervisors. Performs duties in a safe and prudent manner as directed by supervisors.
14. Assists when needed in routine office and/or clerical tasks to support activities of school secretary, bookkeeper, receptionist, principal, or other administrators as needed. May have responsibility for recording attendance if the school does not have an attendance paraprofessional.
15. Types at an acceptable rate of speed and performs various clerical functions as needed and as directed by supervisors.
16. Attends staff meetings as required. Attends Central Office called trainings and professional development as required.
17. Demonstrates support for the school system and its vision goals and priorities.
18. Adheres to school system rules, administrative procedures, local board policies, and state, federal, and local regulations.
19. Reports absences and takes leave in accordance with board policies and procedures.
20. Attendance and punctuality are essential job functions.
21. Performs any other duties as assigned by the principal or designee.

LANGUAGE SKILLS:

Ability to read and interpret documents including safety rules, student record instructions, and school and district procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to prioritize work tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Works in an office environment with varying levels of noise during the day.
- Faces constant interruptions. Needs to utilize time management strategies.
- Must be able to multi-task. Must be able to work under pressure and able to prioritize tasks.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Building Principal or his/her designee.

TERMS OF EMPLOYMENT

Elementary School positions are 10-months (202 days)

Middle School positions are 10-months (202 days).

High school positions are 12-months (260 days).

At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

Daily work schedule is normally 8:00 a.m. until 4:30 p.m. (hours may vary in the Summer) but will be determined by the Principal. Work schedules are subject to change.

The employee receives a 30-minute break (off the clock) and two 15-minute breaks (on the clock), one prior to Lunch and one after Lunch. The supervisor may elect for the employee to have a full hour for lunch. When that occurs, the employee is not eligible for the two 15-minute breaks. May work extra hours on occasion when certain reports are due to the Central Office.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.