

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Registrar-Vocational and Adult Centers

JOB CODE: 4314

DEPARTMENT: Vocational/Technical  
and Adult Centers

PAY GRADE: 23 (UO)

DATE: 01/29/01

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### BASIC OBJECTIVES

This is specialized clerical school operation work registering students and managing a wide variety of student and curriculum information. The work involves responsibility for the day-to-day maintenance and operation of the on-line management information system utilized for student registration, scheduling, curriculum planning, grade reporting and related activities for Adult Education Centers and Vocational/Technical Centers.

### JOB TASKS/RESPONSIBILITIES

1. Coordinates all activities related to student registration, transfers, withdrawals and maintenance of student records; reviews student records and registration information to determine attendance boundaries, immigration and immunization status.
2. Collects tuition, requests and prepares transcripts, and evaluates and interprets transcripts.
3. Operates data entry terminal to input and update Master Schedule and student records as well as assists with the preparation of the Master Schedule for on-campus and off-campus locations.
4. Maintains and adjusts data from FTE and class balances and assists counselors with the preparation of various student records.
5. Generates bi-weekly class rosters, reviews roll and adjusts according to attendance policy.
6. Collects and prepares data for Federal, State and District reports.
7. Collects and prepares data for government agency reports; processes billing collection and financial aide applications.
8. Responds to inquiries involving registration, student records, attendance information, FTE accounting and reporting, and resolves attendance problems.

9. Prepares documentation and drafts correspondence pertaining to registration requirements and procedures.
10. Orders diplomas and certificates, reviews the retention of student records, and insures compliance with State and District regulations and policies pertaining to same.
11. Processes and distributes room-assignment cards; distributes class schedules, report cards, etc.
12. Provides instructions to office personnel regarding the nature, operations, and use of the Integrated Student Information System (ISIS), and Vocational, Adult, and Community Education Reporting System (VACS); assigns and directs the work of school's data input personnel and directs and/or provides instructions to all other school personnel on matters pertaining to the management or maintenance of student information.
13. May maintain accounting records of all fees collected and prepare financial reports and bank deposits; coordinates VACS monthly financial reports with MSAF reports.
14. Performs related work as required or as assigned.

### **PHYSICAL REQUIREMENTS**

This is sedentary work which requires the following physical activities: bending, reaching, sitting, standing, walking, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Graduation from high school or an equivalent recognized certificate.
2. Three years responsible clerical experience. Knowledge of school operation policies, practices and procedures.
3. Working knowledge of M-DCPS on-line VACS and/or ISIS systems, or comparable computer systems.
4. Ability to operate automated office equipment.
5. Must demonstrate competency by passing the appropriate clerical examination.