

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Registrar Middle School

JOB CODE: 4325

DEPARTMENT: Middle Schools

PAY GRADE: 22 (UO)

DATE: 01/29/01

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 information management system utilized for student registration, scheduling, curriculum planning, grade reporting and related activities.

JOB TASKS/RESPONSIBILITIES

1. Coordinates all activities related to student registration, transfer, withdrawals and maintenance of student records; for the regular school term and summer session, as appropriate.
2. Responds to inquiries regarding registration, foreign student registrations, student records, FTE accounting and reporting and Master Schedule; resolves attendance problems.
3. Assists in the development of the curriculum bulletin, prepares subject selection cards and aids in the production of the Master Schedule.
4. Operates computers to access the Integrated Student Information System and/or the Mac School Scheduler to enter and maintain data such as: student records, class schedules, grades, personal information health information and related data.
5. Requests and/or forwards cumulative folders and transcripts, and distributes report cards and room assignment cards for regular and summer school.
6. Maintains and corrects grade reporting information; orders, picks-up, distributes, collects, and delivers grade reporting sheets.
7. Verifies school enrollment for various local or state agencies, as required.
8. Prepares transmittals or transfers for students leaving school due to promotion or address change; receives transcripts for incoming students and verifies home address to ensure enrollment eligibility.

9. Provides instructions to office personnel regarding the nature, operation and use of the Integrated Student Information System.
10. Prepares and types correspondence, memoranda and reports as required.
11. Serves as custodian of student records; reviews the retention of student records and insures compliance with State and District regulations pertaining to same. Provides student records as required by court subpoenas and/or School Board Attorney.
12. Performs related work as required or as assigned.

PHYSICAL ACTIVITIES

This is sedentary work which requires the following physical activities: bending, stooping, kneeling crouching, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Three years responsible clerical experience. Knowledge of school operation and registration policies, practices, and procedures.
3. Experience in the use of the M-DCPS on-line Integrated Student Information System.
4. Ability to operate automated office equipment.
5. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 08/24/83, 02/18/93, 04/29/94, 10/12/95