

Westport Community Schools
Westport, Massachusetts
JOB DESCRIPTION

POSITION: Registrar & Social Media Administrator

QUALIFICATIONS (experience, education, certification):

- Experience with state and federal reporting in an educational environment.
- Strong attention to detail.
- Experienced in producing detailed and complex reports.
- Demonstrated ability to maintain confidential information.
- Excellent verbal and written communication skills.
- Experience with a Student Information System required.
- Demonstrates knowledge of computer technology and software programs, including but not limited to Microsoft Office.
- Knowledge of state SIMS reports and Department of Elementary and Secondary reporting.
- Experience working in a school setting with related technology and data management.
- Experience with social media platforms in an educational environment preferred.
- Strong communication skills and ability to work effectively with all school staff.
- Associates Degree preferred and/or related coursework.

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: Superintendent

JOB GOAL:

Manages the Student Information System. Collects, analyzes, disseminates, and monitors district information for local, state and federal reporting for students and staff. Keeps current on state and federal reporting requirements pertaining to students and staff.

Develops and manages the Westport Community Schools website in order to increase traffic, provide timely information and foster communication within the community. Creates content, responds to comments and represents the district through social media platforms.

PERFORMANCE RESPONSIBILITIES:

Student Information System:

- Manages the student information system.
- Manages, extracts and imports data and information to ensure full system utilization.

- Manages student enrollments.
- Trains and provides support to secretaries, clerks, administrators, nurses and other staff in the use of district software, data logging, and report generation.
- Manages the student registration process, including electronic or manual entry into the student information system; works collaboratively with the IT department and school staff to make sure information is accurate.
- Produces detailed reports that can impact district funding from state or federal government including the following:
 - EPIMS (Education Personnel Information Management System) Ensures accurate entry and maintenance of data.
 - SIMS (Student Information Management System): due three times per year and requires data elements for each of our students, including information on Title I services, ESL services, and Special Education services.
 - SCS (Student Course Scheduling): due two times per year and reports each class that each student takes, including course number, DESE course number, section number, and grade code.
 - SDDR (Student Safety and Discipline Report): ongoing report that is reported to the Department of Elementary and Secondary Education twice per year; this is a complex report that reports on suspensions, length of reason, dates out and in from schools.
 - School Attending Children Report.
 - Homeless student reporting (assist Special Ed Director)
 - Homeschool students reporting and maintaining.
 - Translations and Interpretation of documents.
 - Centralize One Call notifications.
 - School choice reporting.
 - Medicaid Rosters and reporting (assist Special Ed Director)
 - Student Civil Rights Report.
 - A variety of other reports that are highly detailed and are due on specific dates.
 - Other duties as request
- Identifies cause of and corrects “errors” generated by the state as reports are submitted.
- Coordinates reporting activity with other functions within central office and schools.
- Interacts collaboratively with school secretaries and principals regarding new student enrollment, teacher assignments and discipline or other topics.
- Performs data analysis and compiles information from other districts for reporting purposes.
- Maintains and updates information for DESE security portal required by scheduled dated timelines.
- Maintains knowledge of internal residency policies in place at Westport Community Schools.
- Evaluates processes and suggests improvements to increase efficiency and/or accuracy.
- Performs other duties as requested.

Social Media:

- Develops and manages the district's website and social media platforms. Promotes two-way communication and the dissemination of pertinent information.
- Trains school personnel to maintain respective areas of the website updated and current.
- Establishes and provides oversight in order to maintain a consistent "look and feel" across all district and school content-managed sites.
- Maintains currency on technologies and trends, make adjustments and enhancements to existing content-managed sites in support of the district and schools' communication goals and objectives.
Works with the website vendor to ensure optimum/visually esthetic design of the website.
- Checks for bugs and problems; diagnoses and fixes them.
- Frequently monitors all social media sites and activity. Responds to social media postings/communications or consults with staff to ensure timely and appropriate responses.
- Performs other duties as requested.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable qualified individual with disabilities to perform major functions.

While performing the duties of this job, the employee is frequently required to communicate and manipulate a computer keyboard and standard office equipment at efficient speed.

LANGUAGE SKILLS:

Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

WORK ENVIRONMENT:

The position requires an individual to work in a setting where noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary and work year to be established by the School Committee.

EVALUATION:

Evaluation will be in accordance with district policy and/or collective bargaining agreements.

APPROVED BY: Westport School Committee **DATE:** _____

REVIEWED AND AGREED TO BY: _____ **DATE:** _____