

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### REGISTRAR

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in computer operation.
- (3) Minimum of two years experience in data entry, computer terminals, word processing, printers and other technology utilized in data input/output.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in computer operation and demonstrated keyboard proficiency. Demonstrated effective oral and written communication skills. Ability to manage time effectively. Knowledge of entrance / withdrawal requirements. Ability to maintain accurate records. Ability to efficiently and effectively manage multiple tasks in stressful situations.

#### REPORTS TO:

Principal

#### JOB GOAL

To maintain essential records fundamental to the successful management of the school setting.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Register all incoming students, completing all requirements of the registration process.
- \* (2) Request records from previous school for new entering students.
- \* (3) Process all withdrawals of students, completing all requirements of the withdrawal process.
- \* (4) Provide copies of student records and transcripts as required.
- (5) Compile graduation list and order diplomas for graduating students.
- \* (6) Manage the records vault.
- \* (7) Place all test results and other required information in student cumulative folders.
- \* (8) Complete, check and mail completed transcripts for college.
- \* (9) Use effective, positive interpersonal communication skills.
- (10) Provide telephone coverage when switchboard is closed.
- \* (11) Provide information as required by subpoenas or other official requests.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

**REGISTRAR (Continued)**

**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 District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 2**

**Salary Lane: Support KEZ**