

SCHOOL DISTRICT OF DESOTO COUNTY

REGISTRAR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School diploma required; Associate's Degree from an accredited educational institution preferred.
- (2) Experience with student data entry as well as the construction and maintenance of a school master schedule.
- (3) Knowledge of enrollment requirements and procedures for colleges/universities, technical schools, and the armed forces.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and follow State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes. Knowledge of the academic requirements, technical skills, and employability skills necessary for entry into occupations or into postsecondary training. Knowledge of high school graduation requirements, state scholarship programs, financial aid, military, and career programs. Knowledge of exceptional student education procedures. Ability to assist students, parents, and school personnel in the scheduling process. Ability to analyze and use data. Ability to communicate orally and in writing, with parents, school personnel and the public. Ability to maintain confidentiality. Ability to maintain sensitivity to multicultural issues. Ability to use a computer.

REPORTS TO:

Principal or designee

JOB GOAL

To provide support to school counselors and their students in identifying and coordinating all available resources to empower students to reach full potential after high school.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- * (1) Establish short- and long-range plans based on student needs as well as school, district, and state priorities.
- * (2) Communicate program information to school administration, staff, students, and parents.
- * (3) Assist in the registration and correct placement of students.

Administrative/Management

- (4) Establish and follow procedures in accordance with school, district, and state laws, rules, and policies.
- * (5) Maintain records according to established guidelines.

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- *(6) Use technology resources effectively.

Assessment/Evaluation

- *(7) Exercise confidentiality in the sharing of test results.
- *(8) Provide assessment data to students, parents, teachers, and other professionals.
- *(9) Gather feedback from students, parents, and staff to be used in program evaluation.

Intervention/Direct Services

- *(10) Assist students in establishing academic and career plans during the registration process.
- *(11) Assist students in choosing their Major/Minors.
- *(12) Assist in developing and coordinating college tour days for students.
- *(13) Recognize, appreciate, and serve the cultural differences and special needs of individuals and families.
- *(14) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.
- *(15) Support programs for career awareness and, at secondary level, comprehensive educational/career plans which target high school completion, post-secondary opportunities, scholarships, and financial aid information.

Technology

- *(16) Use appropriate technology in the registration and scheduling processes.
- *(17) Provide students with opportunities to use technology to gather and share information with others.
- *(18) Facilitate student access to the use of electronic resources.
- *(19) Explore and evaluate new technologies for use by students and department staff.
- *(20) Use technology to review student data.
- *(21) Use technology for administrative tasks.

Collaboration

- *(22) Consult with students, parents, teachers, and other school staff to assist in meeting the needs of students.
- *(23) Work effectively with parents.
- *(24) Serve as an advocate for students.
- *(25) Establish an effective working relationship with business and community.
- *(26) Assist guidance office in greeting parents, enrolling students, preparing materials for student and parent distribution.
- *(27) Work with the guidance and administrative offices in preparation for the start of school, such as mailing out student schedules and assisting at Open House.
- *(28) Work with guidance counselors to provide assistance to needy families.

Staff Development

- *(29) Provide information to and/or inservice for teachers, administrators, and other school staff.
- *(30) Keep abreast of current trends in career and technical education.
- *(31) Participate in meetings, training sessions, and other activities for improvement of professional knowledge and skills.
- *(32) Participate in school data collection.

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Professional Responsibilities

- *(33) Maintain professional and ethical standards as outlined by the American School Counselor Association and the *Code of Ethics of the Education Profession in Florida* and the *Principles of Professional Conduct for the Education Profession in Florida*.
- *(34) Prepare all required reports and maintain all appropriate records.
- *(35) Use positive interpersonal skills to encourage cooperative efforts among staff, students, families, and the community.

Student Growth and Achievement

- *(36) Establish and maintain a positive collaborative relationship with the students' families to ensure a successful high school experience
- *(37) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or up to 10 pounds of force 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.

COMPENSATION:

Compensation for this position is Pay Lane **D08**

EVALUATION:

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