

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

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| Position Title: Scheduler/Registrar | Department: Building |
| Reports to: Building Principal | FLSA Status: Non-Exempt |
| Band/Grade/Subgrade: B-2-2 | Bargaining/Work Unit: MSEA Clerical |
| Tier/Lane: Tier 6 | Position Last Updated: February 2018 |

SECTION II: JOB SUMMARY

Create and maintain master schedule and student records.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

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|--------------------------------|-----|---|
| Duty/Responsibility No: | 1 | Statement of duty/responsibility: <i>Create Master Schedule, Preparation, Input and Maintenance</i> |
| Percent of Time: | 40% | |

Tasks involved in fulfilling above duty/responsibility:

- Assists with the development of the school's master schedule of classes
- Creates registration forms
- Inputs schedule data to create course tallies, conflicts, etc.
- Sets up courses & sections
- Responds to student requests
- Creates schedules for all students
- Creates class lists for teachers
- Conducts registration of new students
- Identifies and/or helps resolve potential conflicts/problems with the master schedule
- Enter all data for teachers i.e. rooms, courses and sections
- Activates portal to allow the viewing of schedules
- Handles schedule changes
- Maintains registration manual for accuracy

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|--------------------------------|-----|---|
| Duty/Responsibility No: | 2 | Statement of duty/responsibility: <i>Process/Maintain Student Records</i> |
| Percent of Time: | 40% | |

Tasks involved in fulfilling above duty/responsibility:

- Inputs data for report cards
- Sends records when requested
- Processes withdrawals

- Reviews received records to identify placement needs and submit to appropriate staff for recommendations (i.e. SpEd, 504, ELL, math lab, etc.)
- Maintains and updates legal flags in Infinite Campus
- Runs “D/F” reports and communicate data to appropriate staff
- Processes opening/closing of grading window
- Activates portal to allow the viewing of grades
- Completes year-end transcript set up
- Assists teachers and staff on procedure for working with the grading program
- Scans student records including education, discipline, health, permissions, etc.
- Completes quarterly MARSS corrections for state reporting
- Maintains archives for student records
- Completes demographic changes i.e. name, address and phone number changes

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|--------------------------------|-----|--|
| Duty/Responsibility No: | 3 | Statement of duty/responsibility: <i>Clerical Office Functions</i> |
| Percent of Time: | 20% | |

Tasks involved in fulfilling above duty/responsibility:

- Types letters/memos and other document as assigned
- Answers phone
- Assists with mass mailings i.e. testing, graduation, etc.
- Creates and runs Ad Hoc reports for various needs
- Provides tours as needed

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Attention to detail
- Knowledge of student scheduling
- Prioritization skills
- Ability to prioritize tasks and meet deadlines/time management
- Data entry efficiency and accuracy
- Task completion at a high quality
- Ability to work under pressure
- Grammar/Spelling accuracy
- Ability to solve problems
- Personal dependability and regular attendance
- Ability to maintain confidentiality regarding student records
- Ability to follow directions
- Filing skills
- Computer literacy
- Flexibility
- Knowledge and ability to use e-mail
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission, and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High School diploma or equivalent
- Associate's degree in related field preferred

SECTION VI: EXPERIENCE REQUIREMENTS

- Previous experience within a school system preferred
- Previous exceptional administrative assistant experience

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

| Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%) | | | | | |
|---|---|--|---|---|---|
| Demands | | Demands | | Demands | |
| Physical | | Lifting/Carrying | | Exposure to Environ. Conditions | |
| Standing | C | Up to 10 pounds | O | Possible exposure to blood-borne pathogens through blood and/or body fluids | |
| Walking | C | Up to 25 pounds | O | | |
| Sitting | C | Up to 50 pounds | N | | O |
| Talking in person/on the phone | C | Up to 75 pounds | N | Toxic chemicals | N |
| Pushing/Pulling | O | Up to 100 pounds | N | Moving parts | N |
| Hearing | C | More than 100 pounds | N | Electrical shock risk | N |
| Feeling, grasping, finger dexterity | C | Noise Levels | | Explosives | N |
| Climbing, balancing | N | Quiet (i.e. private office) | N | Fumes | N |
| Stooping (bend at waist) | O | Moderate noise (i.e. business office with typewriters/ printers, light traffic) | C | Extreme cold (non-weather) | N |
| Crouching, crawling, kneeling, Squatting | O | | | Extreme heat (non-weather) | N |
| Stretching/reaching with hands & Arms | N | Loud noise (i.e. many children laughing & playing, large earth moving equipment) | O | Varying weather conditions | N |
| Distinguishing smell | N | Very loud noise (i.e. jack hammer, front row rock concert) | N | Sight | |
| Distinguishing temperature | O | | | Vision for close work/ability to adjust focus | C |
| Traveling by automobile | | | | Looking at computer monitor | C |
| | | | | Color vision (identify & distinguish colors) | F |
| | | | | Peripheral, depth perception | F |

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.