



MONROE COUNTY SCHOOLS

Committed to Excellence • Focused on Success

Monroe County Schools JOB DESCRIPTION

TITLE: School Registrar

PAY TYPE: Classified, Non-Exempt

CONTRACT/WORK YEAR: 200-235 Days as Negotiated

REPORTS TO: Principal

PRIMARY FUNCTION: To assure the smooth and efficient management of student grades, attendance, and discipline records.

MINIMUM REQUIREMENTS:

- High school diploma or GED, preferably with course work in business education.
- Reasonable degree of proficiency in typing and filing.
- Knowledge of current office procedures and the operation of common office equipment.
- Minimum of two years secretarial experience or the equivalent.
- Excellent technology skills.
- Be able to talk, hear, see, stand, walk, bend, stoop, sit, climb and lift items of approximately 25 pounds throughout the workday.
- Any other routine physical activities required to fulfill job responsibilities.
- Meet state and local requirements concerning fingerprints and criminal background check.
- Any alternatives to the above qualifications as the Board or Superintendent may find appropriate and acceptable.

ESSENTIAL JOB DUTIES:

Strategic Objective I – Attaining High Student Achievement & Success

- Perform assigned activities in a manner that supports the instructional program.

Strategic Objective II – Developing Organizational Effectiveness

- Work with Director of Administrative Technology, Superintendent, school registrars and other system personnel to manage student grades, attendance, discipline, enrollment and registration data.
- Manage the scheduling process by using electronic processes.
- Ensure the smooth operation of the student information system at assigned school.

- Maintain student records and school files in the designated student information system.
- Maintain an accounting of assigned activities.
- Establish and maintain an efficient filing and retrieval system for student information.
- Use computer, student information system, and office software efficiently and productively.
- Maintain confidentiality of information.
- Attend student information system and job-alike meetings.
- Redeliver training as needed.
- Generate and maintain school, system and state records.
- Prepare correspondence relative to student records.
- Participate in training programs to increase skills and proficiency in areas related to assignments.
- Complete assignments on time and in compliance with directions.
- Follow and enforce school rules, administrative regulations and Board policy as well as federal and state laws.

Strategic Objective III – Ensuring Student/Stakeholder Engagement & Loyalty

- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Exhibit pleasant behavior and project a positive image when dealing with the public, employees, parents, and students.

Other Job Responsibilities & Duties

- Demonstrate regular and punctual attendance.
- Meet professional dress requirements as outlined in the system personnel handbook.
- Adhere to the Code of Ethics for Educators in Georgia as established by the Georgia Professional Standards Commission.
- Perform other duties and responsibilities as assigned.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Monroe County Board of Education policy regarding evaluation of personnel.

Important Notes

Essential Duties

Job Descriptions are designed and intended only to **summarize the essential duties**, responsibilities, qualifications and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job.** Every employee has a duty to perform **all** assigned tasks. It should also be noted that the **order of performance responsibilities** as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

Minimum Requirements

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.