

SCHOOL DISTRICT OF ST. JOHNS COUNTY

REGISTRAR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution with background in education.
- (2) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and District rules, regulations and policies as they relate to job functions. Knowledge of office practices and procedures. Ability to use computers and software. Skill in human interaction and handling constituents' problems and concerns with sensitivity and tact. Ability to communicate effectively, both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to work effectively to furnish needed information to administrators, other departments, colleges and universities, students and parents.

REPORTS TO:

Principal

JOB GOAL

To coordinate and monitor all activities related to student records, the registration/withdrawal processes and scheduling. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Identify scheduling needs by collecting data about course offerings, times, teachers available, and other items.
- *(2) Develop master schedule to meet both student and staff needs.
- *(3) Develop and maintain course catalog.
- *(4) Develop and maintain all student registration materials.
- *(5) Work with feeder schools to coordinate the registration process.
- *(6) Input data related to FTE and other required reporting.
- *(7) Maintain room assignments and locations.
- *(8) Train staff to use database as appropriate.

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- * (9) Provide transcripts (electronic or printed) as required for students, colleges, employers, and others.
- * (10) Collect grades and coordinate production/distribution of report cards.
- * (11) Develop time-lines for record keeping.
- * (12) Schedule individual students to meet needs/requests.

Expectations of All Employees

- * (13) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (14) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (15) Ensure adherence to good safety standards.
- * (16) Maintain confidentiality regarding school/workplace matters.
- * (17) Model and maintain high ethical standards.
- * (18) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (20) Demonstrate initiative in the performance of assigned responsibilities.
- * (21) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

Inter/Intra-Agency Communication and Delivery

- * (22) Update database as needed to maintain accuracy.
- * (23) Keep supervisor informed of potential problems or unusual events.
- * (24) Respond to inquiries and concerns in a timely manner.
- * (25) Serve on school/District committees as required or appropriate.

System Support

- * (26) Exhibit interpersonal skills to work as an effective team member.
- * (27) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (28) Demonstrate support for the School District and its goals and priorities.
- * (29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (30) Prepare all required reports and maintain all appropriate records.
- * (31) Participate in cross-training activities as required.
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 as frequently as needed to move objects.

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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 annually in accordance with provisions of the Board's policy on evaluation of personnel.

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POSITION CODE:

73026

Pay Grade: 4

BOARD APPROVED:

REVISED: