

SHELBY COUNTY SCHOOLS

JOB TITLE: Registrar/Data Manager

QUALIFICATIONS:

1. High school diploma.
2. Working knowledge of basic office procedures and business machines.
3. Typing proficiency – 30 words per minute.
4. Computer experience in data entry.
5. Proficiency with Microsoft Excel and Word, email and Windows XP.
6. Good organizational skills.
7. Good phone and public relations skills.
8. Visual acuity.
9. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Principal and System Technology Coordinator

JOB GOAL: To ensure access to accurate school information and data to facilitate the school's administration, management, student services, state/federal reporting, and public relations.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow the Shelby County Board of Education and local school policies.
2. Be responsible for maintaining data management program(s) for the local school.
3. Enter data on student, staff, scheduling and other information, as assigned.
4. Process enrollment and withdrawal of students including processing of associated paperwork, records, transcripts, etc.
5. Assist parent/guardians in completing and submitting all required registration materials.
6. Perform daily, monthly, and routine tasks as required for the efficient operation of data management program (s), such as:
 - Maintaining accurate enrollment, attendance with withdrawal information on all students.
 - Maintaining accurate personnel information.
 - Maintaining accurate course, class, and scheduling information.
 - Entering other data as assigned.
 - Resolving and correcting data conflicts.
7. Attend training as required.
8. Adhere to all directives regarding proper data codes and formats.

9. Assist in preparing, printing and distributing reports such as:
 - Student progress reports and report cards
 - Attendance reports
 - Discipline reports
 - Others as needed
10. Assist school administrators in preparing, interpreting and analyzing data.
11. Work with central office staff in completing all local and state requirements in a timely manner.
12. Maintain the security of any data-related computers.
13. Maintain the confidentiality of all school related business.
14. Maintain proper professional relationship with students and other employees.
15. Perform duties in a manner that promotes good public relations.
16. Assume and perform other tasks and such other responsibilities assigned by supervisor.

TERMS OF EMPLOYMENT: Elementary, Middle, High – 12 (Twelve) month contract.
Alternative School – 9.5 Month Contract

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

SALARY: According to salary schedule.

Conditions and Exceptions

All tenured employees hired before May 11, 2006, who currently work under the Registrar/Attendance Clerk job description, may elect to transfer onto this job description and salary schedule. They must make their decision known prior to July 1, 2006 as the first contract date for 12 month employees is July 1st. (Exception: Alternative School)

All non-tenured employees hired before May 11, 2006 who currently work under the Registrar/Attendance Clerk job description will be moved onto this job description.

All positions opened after May 11, 2006 will be hired under this job description.

All tenured employees who do not elect to move to this job description/contract term prior to July 1, 2006, will have the option to do so in the future prior to July 1st on an annual basis.

REVIEWED AND AGREED TO BY: _____ DATE: _____