

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

REGISTRAR ASSISTANT /ADMINISTRATIVE ASSISTANT II

SALARY SCHEDULE: SSP-6

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Achieve a passing score on the District Administered Registrar Test.
- (3) Minimum of one (1) year administrative assistant experience preferred.
- (4) Efficiently use Microsoft Word.
- (5) Documented experience with other Microsoft applications.
- (6) Data entry experience a plus.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Proficiency in the use of computers and Microsoft software. Knowledge of office equipment. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Positive communication skills both oral and written. Good people skills. Knowledge of teachers and school personnel expectations

REPORTS TO:

School Principal or Designee

JOB GOAL

To assist in facilitating student enrollment, record keeping and storage in compliance with federal, state and local guidelines. To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform secretarial and clerical tasks and manage the day-to-day processing of communications, records and administrative assistant duties within the office.
- * (2) Operate a variety of office equipment, including a computer.
- * (3) Transcribe, create and type correspondence.
- * (4) Duplicate, assemble and distribute documents.
- * (5) Maintain office records and files.
- * (6) Process communications, including telephone calls, faxes and mail.
- * (7) Assist staff and the public by answering routine questions, scheduling appointments and completing forms.
- * (8) Assist in preparing communications for students, parents, district staff and/or the public regarding various activities and announcements.
- * (9) Respond to inquiries and concerns in a timely manner.
- * (10) Assist in maintaining payroll records as assigned.
- * (11) Assist in registering and entering data on all new students.
- * (12) Assist in facilitating transfers / withdrawals of outgoing students.
- * (13) Assist in requesting and transferring student cumulative records.
- * (14) Assist in maintaining student permanent records and census information.

REGISTRAR ASSISTANT / ADMINISTRATIVE ASSISTANT II (Continued)

- * (15) Assist in sorting and distributing grade sheets and report cards.
- * (16) Assist in entering grade changes.
- * (17) Assist in entering and maintaining all health information.
- * (18) Assist in maintaining bus schedules and posting changes.
- * (19) Assist in coordinating Record Retention.
- * (20) Assist in Master Scheduling
- * (21) Demonstrate initiative in the performance of assigned responsibilities.
- * (22) Provide for a safe and secure workplace.
- * (23) Model and maintain high ethical standards.
- * (24) Follow attendance, punctuality and proper dress rules.
- * (25) Maintain confidentiality regarding school matters and student records by adhering to FERPA
- * (26) Maintain positive relationships with staff and vendors.
- * (27) Participate in workshops and training sessions as required.
- * (28) Communicate effectively with staff, students, parents, and vendors.
- * (29) Keep supervisor informed of potential problems or unusual events.
- * (30) Respond to inquiries and concerns in a timely manner.
- * (31) Prepare all required reports and maintain all appropriate records.
- * (32) Follow all School board policies, rules and regulations.
- * (33) Exhibit interpersonal skills to work as an effective team member.
- * (34) Demonstrate support for the School District and its goals and priorities.
- * (35) Sustained focus and attention to detail for extended periods of time.
- (36) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

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

Job Description Supplement No. 05

*Essential Performance Responsibilities