

Leon County Public Schools Classification Specification

Salary Grade 29

Summary Information:

Classification Title: Registrar **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures

Activity Identification

Activity Name

103	Registration	Coordinate and conduct student registration and pre registration. Process corresponding registration materials. Includes preparation for registration process.
111	Admissions	Enter new students into the appropriate admissions/enrollment records. Includes administering and interpreting policies regarding student admission, re admission, late registration, etc.
102	Transcript Evaluation	Evaluate transcripts of transfer students. Determine course work applicability and/or equivalency toward program completion. Make
103	Transcript Administration	Coordinate and/or manage the preparation, administration, and issuance of transcripts. This includes administering and interpreting policies regarding the preparation, transfer, and release of transcripts.
151	Class Assignment - General	Assist students with course selections, assignments, scheduling and placement.
716	Student Records	Compile, maintain and interpret records of individual students. Monitor access to and provide security for confidential records.
131	Attendance/Enrollment Accounting	Accumulate and maintain records of enrollment, family characteristics, home locations, and other census data.
714	Student Scheduling	Schedule students for special programs, screening, testing, etc.
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.
105	Grade Processing	Collect and process end-of-semester grades. Coordinate the update of transcripts.
140	Withdrawals, Reporting and Monitoring	Compile appropriate records on school withdrawals. Monitoring and maintaining records of school withdrawals.

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Activity Name (Cont.)

042	Document Processing	Complete and process applications or forms, excluding funded program items.
647	Data Processing Forms	Code registration, student change, teacher information, grade, attendance and other forms for data processing. This activity includes reviewing completed forms for accuracy and completeness.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: A.A. Degree with three years related experience; or High School diploma or equivalent with five years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003