



Grade 413

REGISTRAR/DATA PROCESSING CLERK CHARTER SCHOOLS

CHARACTERISTICS OF THE CLASS

To efficiently perform data processing duties and to accumulate, retain, and process data concerning student information, classes, course work, etc. and to initiate or generate required reports to provide school administration with vital information services.

ACCOUNTABILITY PROCEDURES

The principal will assess the effectiveness of the Data Processing Clerk annually with respect to the performance of specific responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Provide for the coordination, organization, and facilitation related to student registration and admission, student selection process, student records, and database maintenance for the Pembroke Pines Charter Central and West Middle School campuses
2. Satellite to each campus on a regularly scheduled basis; operate standard office equipment, such as any generation of typewriter, calculator, CRT terminal, microcomputer, word processor, duplicator, etc., as well as equipment developed or advanced from future technology as required by the job
3. Maintain accurate statistical and demographic data such as attendance, FTE, ESE, ESOL, Free and Reduced lunch, etc. on all students in TERMS on a daily basis;
4. Request reports from the Broward County School Board Production Department as needed
5. Review all reports and make any revisions and/or corrections in the TERMS database in order to ensure compliance for the FTE surveys in October and February;
6. Communicate with ESE/ESOL Coordinator on any revisions of ESE/ESOL student records
7. Assist with annual enrollment period for both Middle schools
8. Input applications received during the enrollment period for the lottery as needed

9. Assist network administrator in preparing for the lottery by reviewing the applications and determining the total number of available spaces as needed
10. Assist with annual registration period for all students selected in the lottery at the middle level;
11. Receive, manage, and maintain all cumulative records for all new and existing student
12. Interact effectively with the general public, staff members, students, teachers, parents and administrators using tact and good judgment
13. Provide clerical support to all office staff at the West and Central Middle campuses
14. Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignment
15. Review current developments, literature and technical sources of information related to job responsibility
16. Ensure adherence to good safety procedures; perform other duties as assigned by the principal; follow federal and state laws, as well as established policies.

During the summer, the Data Processing Clerk/Registrar shall perform all the major functions stated above plus:

1. Process and maintain accurate articulation, retentions, and pre-registration of all students in TERMS for the end of year August Rollover
2. Create new class schedules for new and existing West and Central Middle students in the TERMS database
3. Input new master schedules
4. Request cumulative records for all new students; receive and process all cumulative records, record all new student information in the TERMS database.

REQUIREMENTS

A. Training and Experience

Education - Standard high school diploma or satisfactory completion of any General Educational development (GED) Testing Program which has provided a working knowledge of data processing equipment.

Satisfactory completion of coursework in computer science in the high school curriculum or in post high school instruction.

Experience – One (1) year of related work experience which has provided a working knowledge of data processing equipment. School-based office experience preferred. Work experience should have demonstrated the ability to perform repetitive or routine duties following standard practices.

Special Qualifications – A working knowledge of general office practices and procedures; must possess the ability to understand and operate various data processing equipment, such as CRT, printers, processors, modems, microcomputers and Scantrons; ability to read small printed words and numbers accurately.

The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job.