

Chittenden Central Supervisory Union
Job Description

JOB TITLE:	ADL Student Database Manager/Registrar - Gr. 8
FLSA STATUS:	Non-exempt
UPDATED:	8/23/04

POSITION OBJECTIVES: To perform a variety of data entry, report generation, computer operation tasks, registrar duties, and a variety of basic and specialized secretarial and clerical functions, and key administrative support functions for the ADL school administrative and guidance functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plan, coordinate and carry out all daily activities and operations related to assigned administrative function.
- Perform basic and specialized programming, design and maintenance of appropriate data bases and reporting systems using various PC and network software.
- Enter and continually update all necessary information in the database related to students, teachers and parents. Said information shall include master schedules, attendance records, student demographics, grades and the like.
- Initiate, prepare and distribute a variety of required reports for the State of Vermont Department of Education by the stated reporting deadline (including, but not limited to, October 15th and March 15th student attendance reports, etc.). Gather, enter, correct, and verify data necessary for reports. Design and run reports.
- Schedule, design, create, modify, run and distribute a variety of standardized and specialized reports including student ranking, state reporting, master schedule, schedule cards, attendance sheets, report cards, progress reports, honor roll, and the like as required or requested.
- Perform basic registrar duties, including routine student/parent liaison tasks, assisting in registration and the like.
- Serve as liaison with parents, students, faculty, Department of Education, sending school principals and guidance offices, I.T. department, guidance counselors and/or other key internal and/or external constituency: present information on assigned programs; explain, interpret and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.
- Initiate, plan, and prepare a variety of data retrieval and reporting tasks, involving query and/or report generation using multiple program applications as necessary involving background research, compiling and analysis of data from a variety of sources, and program modification.
- Maintain accurate and complete student files and other school records. Request copies of student records from sending schools, and distribute copies of student records to requesting school. Update files/records regularly to assure information is complete and accurate.
- Track, record and process student attendance, grades, and disciplinary records and forms.
- Perform a variety of basic and specialized secretarial and clerical functions, and key administrative support functions for the ADL Administrators and Guidance Counselor:
 - Serve as receptionist to the Administration and Guidance office; answers phones, greets visitors, take messages, maintains appointment calendars.
 - Design, organize, implement and maintain departmental filing, record keeping and reporting systems, including computer applications, frequently involving cross-filing/cross-reference systems.
 - Design, prepare, update, maintain and distribute a variety of written documents related to assigned functions (with the use of Microsoft Office), such as agendas, memos, general forms, reports, policy statements, procedure manuals and other informational materials as needed or requested. Review documents for accuracy and completeness; resolve discrepancies; distribute, file and/or code documents as appropriate and enter data in appropriate files and/or database.
 - Participate in planning activities and special projects related to assigned function, with a focus on: researching and/or compiling background information/data; drafting outlines, policies, procedures,

schedules, forms, and other related material; creating and running specialized reports; coordinating the implementation of new program plans or operating policies/procedures/schedules; assist with the completion of forms, and the like.

- Organize and coordinate various activities/events: Schedule appointments, organize and coordinate facilities and other meeting arrangements, make and coordinate travel arrangements, organize and coordinate staffing, advertising/promotion, and the like.
- Keep abreast of relevant CCSU policies and procedures, ADL guidance operating practices, state reporting/data requirements, and other relevant regulations & legislation, and help communicate and enforce compliance with such.
- Perform other specialized/technical tasks related to assigned functions
- Screen, sort and distribute incoming ADL mail and prepare outgoing mail daily.
- Photocopy, collate, label and/or distribute a variety of written materials as requested.
- Type, proof, edit, and/or distribute correspondences, reports, minutes of meetings, forms, manuals, brochures, records, reports and other materials upon request; regularly draft routine correspondence for senior staff member's signature.
- Order and maintain an inventory of office supplies and equipment for the Guidance office.
- Take and prepare minutes of meetings.
- Fill in for and assist ADL Staff Assistant as needed.

SUPERVISION RECEIVED: Reports to the school Principal. Receives assignments and work direction from the Guidance Counselor, Principal and Assistant Principal. Evaluated by the Principal with input from the Guidance Counselor and Assistant Principal.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associates Degree in Business Administration or other appropriate discipline plus 2 to 4 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- **Language Skills.** Ability to read and interpret documents such as operating practices, policies and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- **Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Computer Skills and Experience.** Excellent computer skills including extensive experience with databases (including data entry and reporting) and computerized filing systems. Experience and proficiency with Microsoft Office products including Word, Excel Access and PowerPoint. Willingness and ability to train others on computer applications.
- **Reasoning Ability/Mental Requirements.** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

- Excellent typing, spelling, filing, reception, and other general office skills. Good basic administrative and organizational skills. Accuracy and attention to detail. Ability to use discretion in handling confidential information.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; walk; and talk and hear. The employee is regularly required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed outside weather conditions. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.