

Chittenden Central Supervisory Union Job Description

JOB TITLE:	CTE Student Database Manager/Registrar - Gr. 8
FLSA STATUS:	Non-exempt
UPDATED:	5/18/04

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 CTE school administrative and guidance functions.

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

- Track and enter data into student database system from applications for all potential high school and adult applicants including biographical data for initial admissions process (approximately 500± new students each year).
- Clarify questionable or incomplete data on source documents with appropriate senior staff members and sending school guidance departments.
- Process documents from which data has been entered. Log and cross-reference data entry work as required for accuracy of data.
- Schedule students into assigned program. Work with guidance counselor to identify and schedule student companion courses to ensure necessary credits for high school graduation.
- Maintain, manage, and update the SASI, CLASSxp, and Integrate systems working with IT specialists.
- Process electronic data for the progress and grade reports.
- Print, sort, and distribute progress and grade reports to students and sending schools. File progress and grade reports.
- 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, FTE reports for students without diplomas, 6-month and 3-year Student Placement reports, etc.). Gather, enter, correct, and verify data necessary for reports. Design and run reports.
- Perform a variety of data retrieval tasks, involving query and/or report generation using multiple program applications as necessary.
- Coordinate, initiate, prepare, process, and/or monitor a variety of administrative/operations forms, reports, schedules, and other documents, ensuring timely and accurate completion by students, faculty, and staff. (i.e. Student permission/health/field trip forms, student handbook data for submission and printing, etc.)
- Gather information, design, maintain, and update PowerPoint presentations for general announcements for the center.
- Gather information, prepare, maintain, and distribute CTE school events calendar.
- Maintain the CTE web site calendar of events.
- Prepare start of the year packets for faculty including all permission forms, student schedules and miscellaneous information.
- Coordinate and schedule student visits with all area sending schools, advise program instructor(s) and maintain log of visits for use during admissions process (approximately 450± visits each year).
- Prepare and distribute information to students pertaining to Step-Up Day, acceptance or denial of entry to the Center, welcome letters with schedule, recruiting information, and other brochures/letters/correspondences.
- Process transcript requests from former students seeking work placements and college admittance.
- Assist other staff members in creating specific databases by utilizing the export feature of SASI and customizing the information.

- Perform a variety of basic and specialized secretarial and clerical functions, and key administrative support functions for the CTE Administrators and Guidance Counselors: Support:
 - Serve as receptionist to the Administration and Guidance office; answers phones, greets visitors, maintains appointment calendars.
 - Design, implement and maintain departmental filing, record keeping and reporting systems, including computer applications.
 - Use Microsoft office to assist with the development, update, maintenance and distribution of various written documents related to assigned functions, such as agendas, memos, general forms, reports, policy statements, procedure manuals and other informational materials as needed or requested.
 - 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; 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, CTE guidance operating practices, and other relevant regulations & legislation, and help communicate and enforce compliance with such.
 - Confer regularly with Department of Education, sending schools Superintendents and Guidance offices, faculty, I.T. department, guidance counselors, parents, students, and others constituents both inside and outside the District in carrying out assigned functions.
 - Perform other specialized/technical tasks related to assigned functions
 - Open and properly distribute mail for the Guidance office daily.
 - Photocopy, collate, label and distribute a variety of written materials as requested.
 - Type, proof and edit correspondences, reports and other materials upon request; regularly draft routine correspondence for signature.
 - Process purchase orders for the Guidance office.
 - Order office supplies.

SUPERVISION RECEIVED: Reports to the Assistant Technical Center Director. Receives assignments and work direction from the Assistant Technical Center Director, guidance counselors, and Technical Center Director. Evaluated by the Assistant Technical Center Director with input from the guidance counselors and Technical Center Director.

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. Experience and proficiency with Microsoft Office products including Word, Excel Access and PowerPoint.
- 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.

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.