

## REGISTRAR

Code No: 4-03-002  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position in a school district responsible for directing computerized school district information and records services including the collecting, maintaining and archiving of student and district wide information and records for reporting and compliance. The employee certifies enrollment, attendance, pupil accounting, and permanent academic records as required by district policies and procedures. The position is heavily reliant on the utilization of multiple computer systems (AS-400 and personal computers) in the performance of duties. The employee reports directly to and works under the general supervision of the Assistant Superintendent of Business. Direct supervision is exercised over a clerical staff. Does related duties as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates the collection, maintenance, and reporting of student information including: district census (collects information and updates central computerized information system), demographics, enrollments, attendance (generates revenue for school districts), scheduling, grade reporting, transcripts, transportation services, disciplinary action, health services received by students, and student accounting (non-resident tuition, foster billings, non-resident health services, agency charge backs), utilizing various computer systems;

Coordinates and maintains the central registration process-includes registering up to 1,000 new students and withdrawing 1,000 students annually-obtains detailed information on each student including legal documentation (custody papers, restraining orders, etc.), identifying special education entrants and students with severe behavioral problems (contacts past schools to obtain more information on some students, when necessary);

Generates computer reports using available report writer utilities on the AS-400 and micro-based systems;

Maintains the student master computer file (AS-400);

Coordinates registration process with principals, clerical staff and information services;

Supervises clerks and daily computerized attendance record keeping process for the district and student accounting for all enrolled students;

Serves as the district Records Retention Officer;

Stores, maintains, and accounts for all district records including: student records, payroll records, tax records, personnel records, and records of the Board of Education;

Reports accurate attendance data to New York State Department of Education in order to obtain correct amount of state aid;

Prepares and certifies accuracy of state aid computerized attendance reports and certifies student enrollment and attendance for state and federal agencies;

Audits and certifies monthly student enrollment activity, student accounting, and student attendance

activity for district's monthly, semi-annual, and year-end reports-involves taking samples of student information and verifying data on student is correct using a code system for each service received;

Researches and solves computer problems including identification of upgrades, improvements, new technologies for current/new department and district wide computer hardware/software reporting needs and requirements;

Investigates and consults with agency computer system support teams and vendors identifying, analyzing, and resolving computer problems;

Provides computer training to district staff, as needed, in relation to student records;

Manages district's document imaging system network, ongoing microfilming, centralized records archive, and record retrieval/request process;

Verifies that the district is being billed properly for services provided to students, utilizing computerized student records;

Prepares monthly, semi-annual, and year-end reports, evaluates registration and attendance functions, procedures, documentation, and compliance of the district;

Coordinates the processing and accounting for student Medicaid claims for services such as physical, speech, and occupational therapy, counseling, transportation, and targeted case management; reconciles district data to New York State data;

Interprets New York State rules and regulations regarding Medicaid and school district's eligibility to recoup monies for services received by students;

Supervises claims processing and claims accounting for Medicaid reimbursement receivables and collections for billable student services;

Coordinates the annual district wide census (collecting district demographics used for enrollment forecasting, state-aid forecasting, and special reporting);

Assures New York State records archive and retention guidelines are being adhered to.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of computerized record keeping specifically as it relates to school district records; good knowledge of multiple computer systems hardware and software; good knowledge of proper reporting techniques re: student population; working knowledge of Medicaid services provided to students and how they relate to student record reporting procedures; ability to supervise the daily attendance process of a school district and provide direction to clerks; ability to interview students to obtain pertinent and sensitive information; ability to identify students with special needs; ability to analyze current computer software and determine appropriate software that will best meet the school district's record keeping needs; ability to investigate system errors and/or problems in conjunction with the school's information services support staff; ability to upgrade software programs; ability to write queries for reporting purposes; ability to maintain student master computer file on mainframe; ability to train staff on use of computers in relation to school district records; ability to audit the attendance and record keeping procedures for accuracy, thoroughness, and timeliness of recording; ability to maintain accurate demographic data on a computer and supervise employees in same; ability to prepare accurate written reports; ability to prepare informational forms; ability to interpret rules and regulations; ability to audit (monitor) data re: student activity utilizing a coding system; ability to verify bills received by school from agencies who provide services to students; physical condition commensurate with demands of position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus either:

- (A) Five (5) years of full-time or its part-time equivalent professional\* experience in computerized record keeping including manipulation of data and record retrieval, OR developing, modifying and implementing computer applications, OR as an auditor or accountant utilizing computers in the performance of duties, OR directing computerized school district information and student records including the collection, maintenance, and archival of school district information and student records, one (1) year of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years full-time or its part-time equivalent professional\* experience as described in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year full-time or its part-time equivalent professional\* experience as described in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (D) Any equivalent combination of training and experience defined by the limits of (A), (B), and (C) above.

\*Professional does not include clerical experience

**SPECIAL REQUIREMENTS:**

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** March 9, 1995

**REVISED:** February 8, 2001

**REVISED:** March 7, 2002