



## Classification Description

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**Job Title:** Registration and Information Specialist,  
FSWCHS

**Pay Grade:** 107

**Job Code:** 3872 – Lee Campus  
4010 – Charlotte Campus

**FLSA Status:** Exempt

### **Job Purpose**

This is responsible work in providing support to FSWCHS students, parents, and teachers through supervision of students and routine interaction with the public in an office support capacity. Position also maintains assigned facilities; manages computerized records; assists faculty in non-instructional support functions; and provides technical assistance to students and staff.

### **General Responsibilities**

#### **Essential Functions**

Coordinates home student interactions including, but not limited to, grade and attendance reporting through FOCUS for underclass students, parent/teacher conferences, as well as mail and electronic school to home communications.

Maintains neat and orderly facilities to ensure an environment conducive to student learning; ensures facilities and equipment are in proper working condition; takes appropriate precautions to ensure a safe and secure learning environment.

Assists teachers in compiling and maintaining student progress and attendance records; preparing materials; organizing testing materials; providing technical expertise.

Maintains assigned work area, including preparing materials, organizing materials and supplies, and scheduling activities.

Manages all data inputs and reporting from school district computer systems to include FOCUS, Mainframe, and CSIMS.

Manages all data inputs and reporting from FOCUS school district computer system, including, entering student courses for dual enrolled students, checking reports for all grade levels to ensure accuracy, requesting and distributing report cards, running interim report cards, and running reports for students with a "C" or below for academic counseling, managing passwords for students and contact lists.

Manages data entry into mainframe to include entering lunch status for FTE purposes and dual enrolled student grades and scheduling. Manages FTE reporting during each of the five (5) attendance cycles.

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Manages Naviance database entry to include, uploading new students, academic histories, transcripts, letters of recommendation, and assisting students with Naviance login information.

Maintains personnel records with the appropriate school district by entering new employees into and maintaining the CSIMS data base, interfacing with the school district for fingerprinting, certification, bonuses, and other instructional support functions.

Manages data entry into Banner including entry of incoming students, updating lunch information, and updating other student information, as needed.

Runs reports at beginning of school year to determine testing needs with ESOL specialist; meets quarterly with ESOL specialist. Prepares appropriate paperwork needed for LY/LF students each academic year. Holds meetings for extension of instruction or failing grades and tests students with the WIDA or CELLA, as needed.

Manages the operation of point of sale for the National School Lunch Program (NSLP) including reconciling of daily transaction reports, collecting and depositing lunch money, and managing accounts receivable from students. Other related responsibilities include entering students into the FDC website, reviewing lunch applications to determine lunch status, reviewing October/April student data with appropriate Financial Services personnel, supervising sophomore lunch line or others as assigned, emailing parents lunch balance reminders, tracking of daily/monthly reports, submitting month end reports, and participating in troubleshooting as needed for audits and report transmissions.

Manages student academic files by filing paperwork as needed into student records, purging files at the end of every school year, requesting records from other schools for all incoming students, sending out records of students who have withdrawn, requesting transcripts from previous schools.

Creates deposit slips for deposit into internal accounts, makes deposits, and maintains deposit record binders for internal accounts.

Reconciles P-Card account, as assigned.

Creates and maintains Outlook email and physical distribution lists for parents.

Provides general clerical support within the school including, but not limited to, filing of student cumulative folders, front office reception work, and basic data entry tasks.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

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### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Associate's degree from a regionally accredited institution of higher education.

Two (2) years full-time professional work experience as an educational paraprofessional or supervision of K-12 students in an academic context or related. Appropriate combination of education and experience may be substituted.

Knowledge of safety hazards, precautionary measures and appropriate safety procedures.

Demonstrated experience using a personal computer, office software such as MS Office (MS Word, MS Excel and MS Access), related academic technology, and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.

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- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 17, 2019. Revised: December 9, 2019, December 3, 2020, and July 1, 2023.