

Metropolitan Education District
Systems Support Specialist District Registrar - Revised



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| Location: | Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136 |
| Reports To: | Information Technology Manager |
| Classification: | Classified; CSEA bargaining Unit |
| Date Approved: | 3/14/1984, 02/12/2020 pending |
| Dates Revised: | 6/11/1997, 4/13/2005, 8/17/2016, 7/29/2019 |
| Position Control: | #142247, Salary Schedule 2, Range 29, 12 Month Work Year |

POSITION DESCRIPTION:

Under limited-supervision of IT Manager, provides a variety of technical, data management and auditing duties relating to the District’s student attendance system and information systems support. Serves as registrar for the District; assigns and monitors information technology service requests. (TSR’s)

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Serves as “first point of contact” for questions and problems relating to the District’s **software and Student Information System(s)**.
- Maintains all permanent student data; creates and updates student attendance profiles and assigns student database access rights as defined by administration
- Responsible for auditing/documenting/archiving/protecting student permanent records
- Audits student demographic entries, attendance, final grade/credit reports and graduation lists
- Responsible for preparing and verifying Day 3,6,11 and Census Day enrollment data reports for the district superintendent and administrative cabinet; issues official student attendance documents such as transcripts and responds to subpoenas
- Point of contact for the California Department of Education GED legacy records, and student requests
- Provide historical reference to the Registrars from Joint Power Authority (JPA) schools and California Adult Education Programs
- Responsible for auditing/documenting/archiving/protecting student permanent records
- Monitors and modifies program registrar and site registrar entries as needed
- Audit and reconcile student invoices
- Monitor and process duplicate student records
- Creates and verifies a variety of ad hoc reports for Student Information System(s) for end-users
- Audits Online Registration System (ORS) and third party imported data
- Responsible for creating, maintaining and updating a data processing calendar based on board approved calendar, coordinates with Human Resources to review master schedule(s) to be used for teacher assignment letters, creates Student Information System(s) master calendars, configures time periods, terms, open new fiscal year and rolls over courses and teachers; configures online registration, and completes year end tasks to close fiscal year
- Performs technology related purchasing tasks; prepares budget transfers, create purchase order requisitions, maintains renewal log, tracks orders and invoicing tags inventory and completes fixed asset inventory log forms, submits technical service requests for installation of technology related purchases
- Maintains Absence Tracking Master Workbook for the IT Department and submits to Human Resources/Payroll
- Coordinates vacation and compensation time request forms for the IT Department

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- Maintains and updates the Technical Service Request Calendar
- Maintains change fund and prepares deposits
- Orders office supplies for the IT Department
- Coordinates data storage such as microfilm, legacy records, etc.
- Performs other related work as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, terminology and common forms used in maintaining student attendance systems
- System control procedures required in a computerized system
- Current office procedures, practices and equipment
- Computer technology and user issues
- Microsoft Windows operating system
- Analyze a variety of records and find and correct discrepancies with accuracy, efficiency and speed
- Audit, maintain and generate complex reports
- Provide professional and user-friendly customer support
- Interpret and apply District rules and policies with good judgment

EMPLOYMENT STANDARDS:

Ability to:

- Keyboard at least 35 wpm
- Communicate clearly in oral and written form
- Ability to work and communicate effectively with all levels of users and customers

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

Three (3) years of experience in the area of attendance accounting or similar field, preferably in a public school computerized attendance system. At least one year of direct customer service experience preferred

Education and Credentials:

High school diploma or equivalent;
Additional college courses in record keeping, data processing, and/or computer systems preferred

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

EMPLOYMENT STANDARDS (continued):

Ability to:

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 20 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature