

Job title	<i>System Registrar and Records Coordinator</i>
Reports to	<i>Directory of Technology</i>
FLSA Status	<i>Exempt</i>

Classification: Classified	Term of Employment: 12-month
CPI Job Code: 415 Information Services Personnel	Salary Scale: 1100/ 4100/5100

Duties and responsibilities

Assist with the system-wide collection, processing, and reporting of information in the area of student services. This position is responsible for the accurate collection and reporting of all data, information and records. This position provides support for school site level data entry and maintains the District Student Information System (SIS), GADOE reporting and all data interfaces with the SIS. Duties also include proving support and training for district and school staff in the use of information systems. This position provides direct support and maintenance of all system student records. This position includes the registration of all newly entering students and new employees.

- Provides in-depth knowledge and expertise in all aspects of the District's Student Information System (SIS) application and database.
- Manages and supports the day-to-day operation of the SIS.
- Establishes and enforces data entry standards and monitors databases for accuracy and integrity.
- Identifies, analyzes and resolves problems with the SIS; interacts effectively with users to solve problems and advises on best practices.
- Ensures that all schools and the district are in compliance with state and federal guidelines regarding FTE, Student Record and other state reports.
- Reports and maintains all data required by the DOE for various departments including facilities, transportation, discipline, food service, and any and all other departments as required.
- Generates and uploads data for purposes of meeting state and federal reporting requirements.
- Communicates with GADOE concerning all state reporting updates.
- Working with appropriate departments, interprets state and federal mandates regarding data.
- Communicates mandates to appropriate department/school personnel.
- Designs and lays out reports to meet the needs of users and governmental agencies.
- Conducts training and professional development for SIS users for their day to day operation.
- Manages the State Longitudinal Data System (SLDS).
- Maintain the users and assigned permissions in the GADOE Portal.
- Maintains and manages the coordination between external database applications for the purpose of allowing the sharing of student data between major software systems.
- Works closely with school/district users of technology software applications and provides support as necessary.
- Maintains student transcripts located at district office and provides copies as requested.
- Register all new students and employees for the district.
- Work with all school registrars to ensure a smooth transition of information.
- Maintains confidentiality and unquestionable integrity.
- Perform other duties as assigned.

Qualifications

Minimum Qualifications:

- A Bachelor's degree in a computer related field or demonstrated proficiency in duties and responsibilities described herein with verifiable experience in similar position(s).
- A working knowledge and conceptual understanding of key software components such as word processing, spreadsheets, and databases.
- Must have strong interpersonal skills in supporting end-users (varying degrees of expertise) in training or problem-solving situations.
- Must be able to work independently, establish and maintain cooperative working relationships.
- Excellent oral and written communication skills are imperative.
- Must pass a criminal background check

Preferred Qualifications:

- 3 years of experience of working with state reporting of data

How to Apply:

Internal applicants, please send a cover letter and current resume to Human Resources Department attention Masha White or email to mwhite@washington.k12.ga.us

External candidates may submit a Washington County Board of Education application for employment or resume, and three professional references to Masha White or email to mwhite@washington.k12.ga.us

Deadline to apply: Friday, February 28, 2025

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