



T U L S A

PUBLIC SCHOOLS

Job Title: Enrollment Specialist/Registrar

Department: Office of Enrollment and Student Information

Reports To: Executive Director of Enrollment and Student Information

Grade: CA-12

Number of Days: 12 Months

Security Access: Enrollment Center

Current Date: March 28, 2017

Overtime Status: Non-Exempt

Position Summary: Assist with Enrollment and Student Information Department processes to include: student enrollment, student records, transfers, attendance, graduation/credit requirements, transcripts, assessment, suspension, drop-outs/truancy reports, trend data reports, state reports, and surveys. Ensures accuracy. Assists with research projects as may be required. Communicates on a positive basis with patrons and school personnel and students.

Minimum Qualifications:

- High School diploma or equivalent.
- College credit or degree preferred

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Maintain the user security for the TPS student information system.
- Maintain the user security for the OSDE student information system and the OSDE reporting system.
- Maintain the cohort dates on the TPS student information system.
- Verify and post all graduation dates.
- Oversee the enrollment and posting of grades for all students receiving Homebased Education Services.
- Post all grades earned via concurrent enrollment, outside educational agencies, and TPS summer school.
- Post all grades earned via credit by exam and/or EOI testing.
- Assist with the development of the Accountability Office processes.
- Manage, monitor and assist with cumulative records and student transcripts.
- Assist with the affidavit process.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of School Laws of Oklahoma, OSDE Accreditation Standards and Tulsa Public Schools Board Policy as they relate to student records, attendance, graduation rate, suspensions and drop outs.
- Extensive knowledge of computer skills including but not limited to: Microsoft Office – Access, Excel, Outlook, PowerPoint, Publisher and Word; and District and State student information management systems.
- Extensive knowledge of Oklahoma ACE regulations for graduation requirements.
- Ability to work cooperatively and collaboratively with both internal and external customers.
- Effective oral and written communication skills.
- Ability to balance multiple projects within a data driven accountability environment.
- Ability to collect, evaluate, and analyze data from a variety of sources and use this knowledge to make recommendations.
- Ability to translate Department and District goals into every day work activities.
- Ability to consistently implement District accountability policies and procedures.
- Ability to maintain confidential information.
- Demonstrate self-discipline and initiative.

Supervisory Responsibility:

- Limited

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Good

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