



## EARLY CHILDHOOD REGISTRAR - DATA SPECIALIST

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### SUMMARY/SCOPE/GOAL

Effective utilization of advanced clerical and specialized accounting skills in compiling, maintaining, and verifying diverse financial information. Work details vary according to the department assignment and specific routines must be learned on the job through daily association.

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### QUALIFICATIONS

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS: REQUIRED:

- High School diploma or equivalent required.
- Experience in data entry, data validation, and data verification.
- Experience or demonstrated aptitude for collection, analysis, and reporting of data used in educational programs.
- Experience or demonstrated aptitude for using computer software, graphics, and statistical procedures.

#### PREFERRED/DESIRED:

- Three (3) years' work experience with Brevard County School Board preferred.

#### CERTIFICATIONS/LICENSES/TRAINING:

##### REQUIRED:

- Valid Florida Driver's license.

##### PREFERRED/DESIRED:

### PERFORMANCE RESPONSIBILITIES

#### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Operate a computer and all standard business office machines.
2. Assist in the staging and delivery of materials and assessments used in (VPK) Voluntary Prekindergarten curriculum.
3. Manage the process from collection to dissemination of student records and performance data.
4. Provide support in the development and distribution of VPK program evaluation.
5. Process and generate reports to evaluate VPK.
6. Assist in the development of reports on VPK.
7. Process survey information to determine franchise effectiveness.
8. Order needed virtual material subscriptions and process PO's.
9. Provide outstanding customer service to parent, student, school, and staff requests for help in accessing VPK system using positive interpersonal communication skills.
10. Facilitate student registration, enrollment, and activation in (ELC) Early Learning Coalition portal.
11. Work with Offices of Finance and Educational Technology to ensure maximum collection of FTE.
12. Maintain the ELC portal.
13. Oversee the archiving of required student and staff records.

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Deleted: Provide technical support to schools on VSA (Virtual School Administration) and Educator systems

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Deleted: <#>Prepare official school documents: transcripts, NO contact letters, withdrawals, and other documents as needed

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Deleted: <#>Mail required documents to schools and parents/guardians. ¶  
Manage TERMS input and screens for all courses. ¶

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14. Maintain department budget records.
15. Input purchase orders.
16. Update and maintain VPK staff rosters and coursework.
17. Work collaboratively to initiate requisitions and purchase orders, verify receipt of merchandise, process vendor payments, and correlate invoices, purchased orders, and receiving reports.
18. Examine financial records for accuracy and completeness according to prescribed standards.
19. Monitor expenditures to ensure compliance with accounting standards and adherence to budget constraints.
20. Monitor and maintain appropriate stock levels for various inventory items.
21. Prepare and record journal entries, process daily accounting information, and prepare periodic financial reports.

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Deleted: <#>Process reimbursements for schools.¶

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Deleted: <#>Process course master additions and information regarding student waivers, transcripts, and Bright Futures Scholarships

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Deleted: Process daily cash receipts and maintain receipt books and cash receipt records.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### JOB RELATED:

A high level of reasoning ability, mathematics, written, and verbal skills. Ability to perform independent decision making and problem-solving to accomplish assigned tasks. Working knowledge of computer hardware and software, scanner, and other office equipment. Knowledge of bookkeeping principles and practices and standard office procedures. Ability to apply knowledge to work situations. Ability to use technology to keep records accurately. Ability to effectively interact with people.

#### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

#### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

### PHYSICAL DEMANDS/WORK ENVIRONMENT

#### PHYSICAL REQUIREMENTS:

##### (L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

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**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites rarely. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Leading and Learning	<b>DEPARTMENT:</b>	Leading and Learning
<b>TITLE CODE:</b>	L3772	<b>CONTENT BY:</b>	Assistant Superintendent – Leading & Learning
<b>GRADE:</b>	FF	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	1010 PTH	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	<a href="#">submitted 6/27/2023</a>	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	9/27/2005	Developed	
1.1	3/1/2021	New Format	Ellie Kelly – Human Resources
1.2	11/29/2021	Remove special diploma, update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources
<a href="#">2.0</a>	<a href="#">5/23/2023</a>	<a href="#">Change title, update functions to align with current responsibilities.</a>	<a href="#">Jane Cline – Elementary Leading &amp; Learning</a>

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.