

GENESEE COUNTY

SCHOOL DISTRICT DATA SPECIALIST/REGISTRAR (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position responsible for the accurate and timely submission of the District's reporting to the State government of all student enrollment, demographic, and other related records. This includes a systems approach towards the District's procedures and processes for managing student enrollment, electronic movement and storage of student information. The Specialist must respond to a wide variety of telephone and electronic inquiries. The position requires knowledge and understanding of all District data management systems and involves a considerable degree of independence in carrying out assigned duties. The work is performed under the direction of the Executive Director of Curriculum and Instruction. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Maintains, reviews, checks and compiles a variety of complex student record documents for accuracy, completeness and integrity of data;
Reviews the status of student records and takes appropriate action as needed to complete a record;
Utilizes computer files to verify student admission status, documents on file and other necessary information;
Tracks, monitors and updates a variety of student records within a wide range of varying computer systems and programs
Prepares standard correspondence on matters related to student record-keeping, programs, information and events;
Answers in inquiries in person, electronically or by telephone regarding student record-keeping policies, applications, processes or status of information, procedures and requirement;
Receives information from student testing and provides charts/reports to school officials;
Ensures information is properly submitted and resolves outstanding data issues;
Coordinates user group sessions for the sharing of comment problems and solutions;
Collaborates with the District technology Administrator and other district staff to develop, deliver and maintain data collection and data reporting systems;
Coordinates all efforts required by the New York State Education Department (NYSED) and implements statewide data warehouse and federal and state reporting requirements;
Works closely with data processing clerks on supports, needs and requirements of other computer systems related to student services such as creating and generating unique reports

The physical demands described here are representative of those that must be met by

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an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of computer data coordination; working knowledge of the practices of entry and retrieval of computerized information; ability to plan, organize and manage the implementation of projects; ability to communicate both orally and in writing; excellent interpersonal skills demonstrated by an ability to work cooperatively with people, collaboratively as a team and independently to meet deadlines. Good knowledge of office terminology, procedures, equipment and business communication. Ability to organize and maintain accurate records and files; Ability to perform with attention to detail. Preferred knowledge of school, local, state and federal guidelines and reporting; principles and techniques of data collection and processing.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's Degree, or higher, AND one (1) year of full-time experience in planning, organizing and facilitating the use of data in the instructional operation of a school district or educational organization;

OR:

- B. Possession of an Associate's Degree AND four (4) years of full-time paid experience as described in (1) above;

OR:

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education AND six (6) years of full-time paid experience as described in (1) above;

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MINIMUM QUALIFICATIONS, Cont'd:

OR:

- D. An equivalent combination of education and experience as defined by the limits of (1), (2) and (3) above.

Part-time experience will be prorated as appropriate.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class
Adopted 12/22/25

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.