

Master Scheduler, Registrar, and Director of Guidance Job Descriptions

This resource includes

- Master Scheduler Job Description, Atlanta Public Schools, Atlanta, Georgia
- District Master Scheduler Job Description, San Antonio Independent School District, San Antonio, Georgia
- Excerpt from a Job Description for a High School Registrar, Bellingham Schools, Bellingham, Washington
- Excerpt from Director of Guidance position for Oak Ridge High School, Placerville School District, Placerville, California

MASTER SCHEDULER JOB DESCRIPTION

ATLANTA PUBLIC SCHOOLS

Division: Information Technology

Department: Instructional Technology

Reports to: Director of Instructional Technology

The **Master Scheduler** will prepare the overall planning and implementation of a District-wide master scheduling process.

Define districts parameters for local school schedules and maintain communication and support to school sites around the master scheduling process.

Ensure proper planning and preparation of the scheduling process and align school preparation with district expectations and priorities.

Define district parameters and plan with school sites around key information including, enrollment projections, allocation of FTEs, and curriculum alignment.

PERFORMANCE RESPONSIBILITIES:

- Develops and maintains master scheduling timeline for campuses.
- Develops and maintains end of year scheduling conversion timelines.
- Monitors the development of all campus master schedules.
- Builds, develops, and maintains the District course file in the student information system.
- Ensures that all course numbers are aligned with state and district requirements for scheduling and awarding credit.
- Meets with content coordinators to monitor application, acceptance, and scheduling processes as they relate to the campus master schedule.
- Provides on-going training to all campus Student Information Coordinators (SICs) to include, but not limited to: course numbers, proxies, singletons, doubletons, use and interpretation of available reports and available seats.

- Assists the district in making sure high school Student Information Coordinators (SICs) are meeting the educational expectations of the Atlanta Public School Districts but were also efficient in terms of staffing, class size, and the assignments of instructors.
- Performs routine reviews and checks to ensure that all schools stay within the district's established guidelines.
- Evaluates and recommends improvement in the purpose, design, and implementation of the instructional program as well as other support programs related to the mission of the school.
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment.
- Performs other duties as assigned by appropriate administrator.

Qualifications

EDUCATION:

- Master's Degree in Education or Higher

CERTIFICATION:

- Georgia professional certification at PL7, S7, Level 5 or higher in a teaching or service field and/or in Educational Leadership (A copy of the Georgia certificate must be on file or a letter of eligibility from the Georgia Professional Standards Commission may document leadership certifications from another state.)

EXPERIENCE:

- Three (3) years experience as a secondary campus master scheduler
- Experience with training adults

DISTRICT MASTER SCHEDULER JOB DESCRIPTION

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

San Antonio, Texas

Primary Purpose: To maintain the SAISD course file for grades PK-12, to facilitate the campus master schedule process, and to work with the Curriculum and Instruction Department in the development of new courses and procedures.

Minimum Qualifications:

Education/Certification:

Bachelor's Degree

Valid Secondary Texas Teaching Certificate

Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Special Knowledge and Skills:

Familiarity with a student information system

Ability to communicate effectively in both written and oral form

Demonstrated interpersonal and organizational skills

Experience:

Five (5) years teaching experience at the secondary level

Three (3) years experience as a secondary campus master scheduler

Experience with training adults

RESPONSIBILITIES AND DUTIES:

- Build, develop, and maintain the District course file in the student information system
- Ensure that all course numbers are aligned with TEA Service IDs for scheduling and awarding credit
- Ensure all course numbers are entered into the student information system and coded properly with all parameters required by TEA
- Coordinate with the Executive Directors of CATE and Special Education to ensure that program course numbers are developed and maintained as required by TEA
- Coordinate with the Executive Director of Student Services to ensure courses are coded correctly on Academic Achievement Records
- Coordinate with Instructional Technology Services to ensure all functions of the course file are compatible with grade book software
- Coordinate with the Director of PEIMS and Data Services that all functions of the services of the course file comply with TEA and ITTCs system for accurate reporting of PEIMS staff responsibilities, course completions, report cards, and Academic Achievement Records
- Provide on-going training to all campus master schedulers to include, but not limited to: course numbers, proxies, singletons, doubletons, use and interpretation of available reports, available seats
- Coordinate all scheduling timelines and activities with PEIMS and Data Services
- Develop and maintain master scheduling timeline for campuses
- Develop and maintain end of year scheduling conversion timelines
- Monitor the development of all campus master schedules
- Meet with magnet coordinators to monitor application, acceptance, and scheduling processes as they relate to the campus master schedule
- Monitor all Phase I and Phase II reports and subsequent loads of schedules
- Coordinate, facilitate, and manage master schedules for all campuses
- Coordinate the development of:

- Promotion/retention procedures
- Grade Point Average and Class Ranking procedures
- Credit Attainment Learning Lab procedures
- Graduation Progress Reports
- Graduation Plans for incoming 9th graders
- District-wide course slips and graduation plans
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student- centered environment
- Daily attendance and punctuality at work are essential functions of the job.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.“

EXCERPT FROM A JOB DESCRIPTION FOR A HIGH SCHOOL REGISTRAR

BELLINGHAM SCHOOLS

Bellingham, Washington

Responsibilities

Student Information

1. Act as liaison between the building and the district office for the districts computerized student information system.
2. Act as the initial contact within the building for help using the district’s computerized information system
3. Meet with prospective new students and parents to determine enrollment eligibility and input registration data. Obtain student records from previous schools and agencies.
4. Process parent applications to access web interface to student records.
5. Determine appropriate release of and send student records to other agencies in accordance with WAC, district, and building policies and procedures.
6. Coordinate student withdrawal process.
7. Maintain data required for State Reporting (WIAA, HEC, P223 monthly state report, P210, Dropout, etc.)

Scheduling

1. Prepare scheduling timelines for the high school
2. Provide data regarding student course requests to persons responsible for building a balanced and functional master schedule
3. Assist administrators, department representatives and/or counselors in assigning teachers to class periods and classroom space.
4. Input master schedule into the computer and oversee scheduling production (computer balanced scheduling or arena type scheduling)

5. Provide counselors with a master schedule as a reference guide in scheduling new students and implementing student scheduling changes
6. Assist administrators, department representatives, and counseling staff with all-school student scheduling.
7. As requested, assist in revising new process and forms for scheduling, resolving student conflicts, and the student conflict arena.

Grading (6th Week, Mid Term, 12th Week, and Final Semesters)

1. Prepare grade reporting instructions.
2. Set parameters and set up screens for marking grades for each grading period.
3. Print and distribute grading documents/reports for faculty, parents, students, administration, and statistical reporting.

Transcripts

1. Input transcript information for new students and Running Start students.
2. Provide counselors, students, agencies, and colleges with class ranking report for purposes of scholarships, college applications, School Performance Reports, Gates Grant, etc.
3. Generate honor roll for the newspaper and grading reports for administrators
4. As requested, maintain a record of traffic safety certificates for instructors and students.

Miscellaneous Documents

1. Generate mailing labels, transcript labels, etc.
2. Create customized reports for various departments as requested.
3. Monitor and schedule students to teacher aide program as requested.

Course Catalog and Student Handbook (as assigned)

1. Assemble materials for department chairpersons to update.
2. Help determine catalog/handbook format
3. Edit and assemble materials for printing

Other

1. Perform other related tasks and responsibilities as designated by the building principal, or designee

QUALIFICATIONS

1. High school diploma or equivalent (GED)
2. Four (4) to five (5) years of specific job-related office experience, pertinent training, or some combination thereof.
3. Ability to keyboard a minimum speed of fifty-five (55) words per minute.
4. Experience with district student information system preferred.
5. Proficiency in speed writing or shorthand preferred.
6. Ability to use data/word processing programs and equipment.

7. Has, in the judgment of the administration, demonstrated aptitude and competence for the assigned responsibilities, including the ability to:
 - a. Work with staff, students, parents, and the general public in an appropriate manner;
 - b. Maintain confidentiality
 - c. Communicate clearly and tactfully on the telephone and/or (through emails and other forms of communication)
 - d. Comprehend and maintain detailed information
 - e. Make independent judgments in accordance with school/program procedures and policies;
 - f. Adapt to a changing office environment;
 - g. Promote harmony among employees;
 - h. Interact appropriately with students and monitor them as directed.
8. Demonstrated evidence of good habits in job attendance.
9. Demonstrated proficiency in spelling, composition, and proofreading.
10. Has, or is willing to obtain, first aid certificate and CPR certificate
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Director of Guidance
Oak Ridge High School
Placerville School District
(Comprehensive High School)
Placerville, CA 95667

Director of Guidance

- Administer a school's counseling and guidance programs
- ***Build a master schedule under the general guidance of the principal***
- Plan, develop, and supervise the registration and scheduling of students
- Oversee and coordinate a school's standardized testing
- Organize and supervise a system for disseminating guidance information
- Provide leadership for Professional Learning Communities
- Supervise all departmental staff members

Requirements:

- Pupil Personnel Services Credential
- Master's Degree Desirable

Excel Academy
Academic Coordinator Job Description

Job Purpose

The Academic Coordinator is responsible for organizing the master schedule, and providing roster updates to teachers and team leaders and maintaining the official rosters and student records. The Academic Coordinator also visits classrooms; offers instructional coaching and model lessons for teachers; facilitates common planning time and effectively implements the Rounds Model for instructional coaching. Additionally this position is responsible for successful completion of all required standardized testing, monitoring grade books and acting as a liaison

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