

GILA COUNTY REGIONAL SCHOOL DISTRICT

928-402-8784

VACANCY ANNOUNCEMENT

ANNOUNCEMENT DATE:	February 26, 2016	External
CLOSING DATE:	Until Filled	
JOB TITLE:	SCHOOL DISTRICT REGISTRAR	
JOB CLASSIFICATION:	Classified	
LOCATION(S):	Gila County School Superintendent's Office	
BEGINNING DATE:	To be determined	
TERMS OF EMPLOYMENT:	Temporary Part Time	
SALARY:	DOE	
REPORTS TO:	School Superintendent	

POSITION DESCRIPTION

The major responsibility of this position is to manage and monitor the school district's student enrollment and attendance. The School District Registrar creates and maintains student records in the student information system database and ensures secure permanent record storage. The Registrar is responsible for requesting and processing transcripts, maintaining accurate and reliable information about student records, and preparing and conveying information and reports on grades, attendance and other student records as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES *(Other duties & responsibilities may be assigned.)*

General Office Activities: Serve as a resource to school staff, students and parents regarding school and district enrollment and attendance policies and procedures.

Student Recordkeeping and State Reporting:

- Implement the registration of new students and withdrawal of all students; prepare registration materials
- Obtain transcripts and records for all students; prepare and maintain permanent student files; process requests for transcripts and records for former students
- Work with school staff to gather and record student absences, schedules, grades, and other required data; maintain accurate attendance records
- Maintain Student Information System (Schoolmaster) for input of school calendar, student enrollment information, absence reporting, discipline referrals, schedules, classes and course descriptions, teacher classes, student class assignments, and preparation of student progress reports and transcripts;
- Verify and maintain the integrity of all student and school data reported to the Arizona Department of Education; update and correct errors as needed; keep appropriate records and complete required reports

MINIMUM POSITION REQUIREMENTS

Experience in student registration or attendance procedures, general office or record keeping procedures required. Evidence of basic math, accounting or bookkeeping skills and/or use. Typing and computer skills. Experience in Windows, database management, word processing and spreadsheet applications; experience in Schoolmaster or other student information systems preferred. Verbal and written communication skills. Tact and diplomacy at all times. Maintain confidentiality. High School Diploma or GED; college coursework or degree preferred. Any equivalent combination of training, education or experience that meets the minimum requirements. DPS fingerprint clearance card required. Valid driver's license required.

APPLICATION PROCEDURES

Submit the following: 1) Employment Application; 2) Resume; 3) Transcripts; 4) Three (3) current letters of recommendation and/or Placement File; (5) Fingerprint Clearance Card.

NOTICE OF NON-DISCRIMINATION: The Gila County Regional School District does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The County School Superintendent has been designated to handle inquiries regarding non-discrimination policies.