

OUT OF DISTRICT POSITION ADVERTISEMENT: CLASSIFIED

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Position **REGISTRAR I**

Department / Site **INSTRUCTIONAL PROGRAMS/DO**

Qualifications

High school diploma or equivalent required.
Ability to live and work in a cross-cultural, rural Alaskan environment.
Must pass a criminal background check.

Registrar I-1. High School Diploma or GED required. 2. At least one year of college credit preferred. 3. Experience using a computer to access and modify database records require, along with **proficient** excel capabilities. 4. Experience in student record keeping preferred. 5. Post secondary education in pupil/personnel services, personnel, public relations, or counseling highly desirable but not required. 6. Ability to live and work and travel in a cross-cultural, rural Alaskan environment. 7. Ability to successfully execute the duties described below.

Duties: 1. Works with the LKSD Student Information System (PowerSchool) to maintain accurate data for student transcripts. 2. Responsible for providing timely students records/transcripts as needed. 3. Works with site level staff to maintain accurate student grade information. 4. Provides assistance to staff, as necessary, to ensure the accurate and timely submission of all pupil information. 5. Due to the confidential and/or highly sensitive nature of many of the records and reports maintained and generated by the PowerSchool System, a thorough knowledge of applicable law, regulations, and policy, as well as tact and discretion, must be exercised in the amount and type of information released. 6. Other duties as assigned.

Terms of Employment Full Time Permanent 8hrs/day, 258 days/year

Salary Range 17- \$30.88-34.83

Closing Date **Open Until Filled**

Applications may be requested from: LKSD/Personnel Department, PO Box 305, Bethel, Ak 99559 (907) 543-4886 and FAX (907) 543-4900. Download an Application at www.lksd.org. The Lower Kuskokwim School District is an EEO, Affirmative Action Employer.

If you are applying for a position that requires typing skills, we must have a typing test on file before 3:00pm on the closing date.