

OUT OF DISTRICT POSITION ADVERTISEMENT: CLASSIFIED

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Position **REGISTRAR II**

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.

1. High School Diploma or GED required. 2. At least two years of college credit required (three years of experience in student record keeping systems may be substituted for college credit). 3. Experience using a computer to access and modify database records required, 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 make sure enrollments are accurate. 4. Works with site level staff to maintain accurate student record/transcript information. 5. Provides assistance to staff, as necessary, to ensure the accurate and timely submission of all pupil information and related District, State, and Federal reports. 6. 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

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

Salary Range 18- 32.41-36.61

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.