



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Road Thorne Bay, Alaska 99919
(907) 828-8254 Fax: (907) 828-8257 E-mail: sisd@sisd.org

ADVERTISEMENT OF JOB VACANCY

May 3, 2017 - Corrected

JOB TITLE: Registrar/Webpage Manager/Office Clerk

Qualifications:

- High school diploma; post-secondary credits or degree preferred
- Technology and clerical experience, experience using both PC and Macintosh computers preferred
- Experience with databases, spreadsheets, and document preparation programs
- Experience with PowerSchool student information system (preferred)
- Proficient with webpage design and management
- Proficient with Facebook and familiar with other social networking programs
- Demonstrated skill in taking direction and working at a semi-independent level
- Strong work ethic, highly organized, able to multi-task
- Excellent written and oral communication skills

Reports to:

Assistant Superintendent and/or HR Manager

Performance Responsibilities:

- Maintain accurate district-wide student records.
- Prepares and submits reports as required.
- Provide staff training with student recordkeeping systems, e.g., report cards, attendance, health, etc.
- Ensure staff members are knowledgeable of and compliant in maintaining accurate student recordkeeping procedures.
- Keeps SISD website and social networking site(s) up to date; organizes data in user-friendly format
- Collects and posts information to SISD websites and social networking sites; coordinates with staff to ensure events and information are posted in timely manner
- Performs offices duties such as answering phones, filing, records management.
- Participates in required professional development activities.
- Maintain the same high level of ethical behavior and confidentiality of information about students and the school as is expected of fully licensed teachers.
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Observes assigned work hours and attendance policies
- Follows and completes assigned tasks/duties.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Other duties as assigned, which may include but are not limited to, preparation of correspondence, school board support, human resources support, reporting and regulation compliance, etc.

Wage: Pay determined depending on experience; minimum pay set at Pay Range D, *Classified Handbook*, starting at \$12.62/hour.

Terms:

Hire date – June 30, 2017 and ~~2407~~ 2017-2018 School Year (mid-July to mid-June); up to 29 hours per week, although hours may increase depending on budget, need, and incorporation of additional duties. Pay and benefits determined based on the current SISD Classified Handbook.

Location: District Office

Application Deadline: May 13, 2017 or until filled

First Day Of Work: As soon as filled

Applications are available at the District Office or online at www.sisd.org.

Internal preference for applications received within 5 days of posting for qualified applicants.

**PLEASE RETURN COMPLETED LETTER OF INTEREST OR APPLICATION TO:
The Southeast Island School District Office (hand deliver, email, or fax)**