

**SARALAND CITY SCHOOL SYSTEM  
JOB ADVERTISEMENT**

#S-19-20-16

The Saraland Board of Education will be accepting applications for the following classified position:

**POSITION TITLE: REGISTRAR**

**QUALIFICATIONS:**

- High school diploma required
- Associate's degree or higher from an institution of higher education preferred
- Computer data entry, filing, and record-keeping experience
- Proficiency with Microsoft Excel and Word, email, etc.
- Organization, communication, and public relations skills
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Principal

**PERFORMANCE RESPONSIBILITIES:**

- Embrace and promote the school system's mission, vision, beliefs, and goals
- Understand and assist in upholding and enforcing school rules, administrative regulations, and Board policy
- Participate in the efficient and effective operation of the school, including meetings and assigned duties
- Abide by the standards established for conduct referenced in the *Alabama Educator Code of Ethics* which defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct
- Regular and punctual in attendance, follow correct procedures for recording daily attendance
- Accept no other employment which interferes with the efficient and effective discharge of duties and responsibilities
- Maintain accurate, complete, and correct records as required by law, Board policy, and administrative regulation for data management program(s) in the local school
- Enter data on student, staff, scheduling and other information, as assigned
- Adhere to all directives regarding proper data codes and formats
- Resolve and correct data conflicts
- Assist in preparation, printing and distribution of reports such as: student progress reports, report cards, attendance reports, discipline reports, and other reports
- Assist the principal in preparation, interpretation and analysis of data
- Assist parent/guardians in completion and submission of required registration materials
- Process enrollment and withdrawal of students including associated paperwork, records, transcripts, etc.
- Perform daily, monthly, and routine tasks as required for the efficient operation of data management program(s)
- Engage in training activities to maintain and improve professional competence
- Maintain security and confidentiality of all school related business
- Maintain proper professional relationship with students and other employees
- Perform duties in a manner that promotes good public relations
- Assume and perform other duties assigned by principal

**TERMS OF EMPLOYMENT:** Ten (10) or Twelve (12) month contract, specified in job advertisement

**EVALUATION:** Performance evaluated in accordance with Board policy

**SALARY:** Board approved salary schedule

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**INTERSTED PERSONS:**

**All applicants should apply electronically. To obtain an electronic application, visit the Teach in Alabama website at [www.alsde.edu/teachinAlabama](http://www.alsde.edu/teachinAlabama), complete the State of Alabama electronic application, and attach it to the specific job number.**

**ADDITIONAL INFORMATION:**

All positions with the Saraland Board of Education require submission of a copy of current driver's license or valid picture identification, a copy of Social Security card, completion of a TB skin questionnaire, and background clearance through the State of Alabama Department of Education.

**ADVERTISEMENT: 05/09/19**

**DEADLINE TO APPLY: Until Filled**

**The Saraland School System is an Equal Opportunity Employer.**

No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.