

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

January 6, 2021

The Autauga County Board of Education is now accepting applications for the positions of: School Registrar at Prattville High School

Job Description: Please see the attached Autauga County Board of Education job description for this position.

Qualifications: Please see the attached Autauga County Board of Education job description for this position.

Effective Date: March 1, 2021

Salary: \$33,771

Contract Length: 240 (12 months)

Application Information: Go to <http://www.alsde.edu/TeachinAlabama/> to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: January 20, 2021 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachment
1. Job Description

SCHOOL REGISTRAR

POSITION TITLE: School Registrar

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Principal

QUALIFICATIONS:

1. High School Diploma (Four year college degree preferred)
2. Ability to communicate effectively both orally and in writing
3. Experience in dealing effectively with the public and school staff
4. Ability to treat student information in strictest confidence
5. Ability to prepare and maintain accurate records
6. Such other qualifications as may be appropriate

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Responsible for generated report cards and schedules.
- Maintains and protects academic transcripts for current and prior years.
- Provides routine and complex reports, labels, forms and documents for counselors, teachers, and administrators.
- Maintains filing system including posting grades and test results and filing retention letters.
- Transmits information or documents to ACBOE, graduates, students, administrators, etc. using computer, mail, or facsimile machine.
- Receives payment and records receipts for transcripts.
- Processes record requests and assists with follow-up for withdrawn students, dropout report, etc.
- Assists guidance office staff with various administrative and student related activities.
- Performs any and all other duties as assigned.

JOB GOAL:

To perform specialized clerical and technical tasks related to the maintenance of student records and files, as well as related duties as required in the activities of the Guidance Department, and maintaining an automated student information system.

SOURCE: Autauga County Board of Education, Prattville, Alabama
ADOPTED: February 25, 2016