

# REEDSPORT SCHOOL DISTRICT

Mr. Jon Zwemke, Superintendent

## JOB POSTING Secretary (Registrar)

Reedsport School District seeks qualified applicants for a **Secretary** performing duties as a **Registrar** position for Reedsport Community Charter School.

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### GENERAL INFORMATION

Salary/Pay Rate: \$16.10 - \$18.41 per hour *(based on 20-21 classified salary schedule)*

Days/Hours: 8 hours per day/5 days per week as per the school calendar (10 month position)

### JOB SUMMARY

Employees in this classification are under the guidance of the office manager and general supervision of a building administrator within a framework of established procedure. The office manager may be consulted for advice on some non-routine phases of work. The use of independent judgement is required on routine assignments.

### DUTIES

*This not an exhaustive or all-inclusive list of responsibilities, skills, duties or functions associated with the job.*

- Serve as the program registrar; recording grades and other duties as needed.
- Prepare and maintain each student's academic and confidential file.
- Request and obtain records for new students.
- Ability to prepare necessary student, staff and state reports.

### APPLICATION

Complete an application by clicking the "Apply" button in the upper right of this announcement. (If you are not viewing this via Applicant Tracking (Applitrack), click [HERE](#).)

### CONTACT

Mr. Jon Zwemke, Superintendent

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Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, sexual orientation, age, marital status, veterans' status, genetic information and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.