

**Coconino County**

**Accommodation School District**

**Juvenile Detention Center Registrar**

**Job Description**

2384 N. Steves Blvd.

Flagstaff, AZ 86004

928-526-5570

Posting Dates: January 16, 2014

POSTION START DATE: February 3. 2014

Salary for Position: Classified Hourly Employee

+ 47 weeks of work, 15 hours per week

+ Rate of pay is $12.36 per hour

+ Part-time position no other benefits

POSITION Qualifications: **+** Experience working in school setting + Arizona finger print card

+ Self-starter, able to keep up on work to be done

PREFERRED BUT NOT REQUIRED: + Experience in office management

+ Knowledge of educational records related to

student credits and special education services

JOB DESCRIPTION: Registrar is responsible for all student records for those students who become adjudicated to the juvenile detention center. This includes sending for, receiving, organizing, and eventually sending back all confidential student records. This position also involves working with school district and juvenile detention staff in sharing and coordinating student services.

WORK HOURS: Flexible

The candidate is responsible for providing the following:

Completed Certified Application Packet

Three letters of recommendation

Resume or placement file

Official Transcripts

Copy of Credential

Fingerprint Clearance Card

Applications are available at

Ponderosa High School

2384 N. Steves Blvd.

Flagstaff, AZ 86004

928-526-5570

Visit our school district Website: http://www.ccasdaz.org

Or Email a request for an application to droth@ccrasd.org

**Candidates must be willing to participate in an extensive background check.**

The Coconino County Accommodation School District is an Equal Opportunity Employer.