



REGISTRAR – ELEMENTARY

Location: Lorenzo G. Alarcon Elementary

Salary: \$14.81 - \$18.17 hourly

216 Days (8 hours per day)

Based on verified and approved eligible experience

Posted: November 5, 2021

Deadline: Until Filled

NOTE: Job vacancy closes at 4:30 PM of deadline date

Minimum Qualifications:

- High School Diploma or GED
- 30 Semester hours college course work

Special Knowledge/Skills:

- Computer knowledge required
- Knowledge of student scheduling
- Knowledge of TEAMS system

Required Documents:

***Documents below must be attached/uploaded for application to be complete**

- Current and/or updated resume
- Copy of valid Driver's License
- Three (3) current or former administrator/supervisor references required
(At least one (1) reference must be your current or most recent administrator/supervisor. References from family, friends and colleagues are not acceptable.)

The SEISD Department of Human Resources will require additional documentation, if hired as proof of eligibility for employment. Any foreign documents must be translated and evaluated by an Accredited State Agency.

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