WASHINGTON COUNTY BOARD OF EDUCATION

JOB ANNOUNCEMENT

POSTING DATE: February 10, 2021

JOB: Registrar/CNP Staff/Federal Programs Staff

Qualifications:

1. Requires a minimum of Associate Degree or 48 hours of college credit or bronze or higher certificate on the Workkeys Assessment.
2. Evidence of high degree of skill in typing and other secretarial skills.
3. Evidence of high degree of skill in computer/work processing skills.
4. Evidence of high degree of using child management system (INOW)
5. Ability to operate typical office equipment and machines.

REPORTS:

Federal Programs Coordinator/CNP Director/ Superintendent of Education

PERFORMANCE RESPONSIBILITIES:

- The enrollment process for new students, gathering all required information
- Enrolling all new students in the student management program
- Notifies schools of new students
- Processes all transcript requests
- Performs other duties as assigned by the District Curriculum Director
- Maintains complete, accurate, and current equipment and materials inventory
- Communicate with district school staff in regards to inventories
- Provides clerical assistance as required, which may include compiling/typing lists
- Performs other duties as assigned by the Federal Programs Director
- Process NSLP (National School Lunch Program) Reimbursement
- Process Fresh Fruits and Vegetable Grant Reimbursement
- (Assist) Process Free and Reduced Lunch Applications
- Publish Monthly Menu on District Website
- Collect and complete Year End Inventories
- Performs other duties as assigned by the Child Nutrition Program Director

The minimum salary will be $24,989 based on the salary matrix and a 240 day contract. A complete salary schedule can be obtained by visiting the Central Office in Chatom. Applications will be received in person or by mail only and should be submitted to the Superintendent’s Office at the Washington County Board of Education, Chatom, Alabama. The deadline for submitting applications is Friday, February 26, 2021 at 2:00 p.m. Additional information can be obtained by calling the Board of Education Office.

NOTICE: It is the policy of the Washington County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Contact persons: Special Education, Title IV and Section 504 Coordinator – Trina Moss 251-847-2401 ext. 123; Title VI Coordinator – Betty Brackin 251-847-2401 ext. 107; Title IX Coordinator – Rodney Smith 251 847-2401. ALL APPLICATIONS FOR TEACHING POSITIONS MUST INCLUDE A COPY OF YOUR ALABAMA TEACHER’S CERTIFICATE, A COPY OF YOUR TRANSCRIPT.