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CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678



**NOTICE OF VACANCY**  
**(date)**

**POSITION:** REGISTRAR

**LOCATION:**

**JOB SUMMARY:** Registrar is responsible for the maintenance of student records, processing of enrollment, transfers, and withdraws from school. Works independently in the performance of functions necessary to maintain an efficient and organized office in a professional and confidential manner.

**REPORTS TO:** School Principal and School Counselor(s)

**KNOWLEDGE, ABILITIES AND SKILLS:** (These are pre-employment knowledge, abilities and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have/be:

1. High School diploma, General Education Development (GED) certificate or equivalency.
2. Business education training with secretarial experience preferred.
3. Completion or current participation in programs of education or work experience that relate to the position.
4. Knowledge of modern office procedures and operation of office equipment and machines.
5. Ability to prepare office documents and brochures.
6. Skilled in the operation of computer software, including MOS applications, with the ability to prepare and edit documents.
7. Skilled in accessing and entering data into databases.
8. Demonstrate positive interpersonal skills and knowledge of office protocol.
9. Demonstrated ability to exercise good judgment in making decisions and handling telephone calls.
10. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
11. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

**ESSENTIAL JOB DUTIES:**

1. Composes and types letters and other correspondence.
2. Answers and places telephone calls.
3. Receives visitors, gives information, and answers questions requiring knowledge of Board of Education policies and procedures.
4. Helps maintain occupation and college information files.
5. Formats requests for student information to occupational and post-secondary sources.
6. Become familiar with the counseling services available to students and with the role and function of the school counselor.
7. Maintains student registration records and protects the confidentiality of these records.
8. Assists the school counselor with the registration and orientation of new students.
9. Conducts orientation tours for new students.
10. Assists the school counselor in planning field trips for students to schools, colleges, and commercial or governmental organizations.
11. Obtains and distributes occupational and college information to students.
12. Monitors the Student Service Learning Program.
13. Assists in making community members aware of the availability and role of counseling services.
14. Participates in the master scheduling process at the principal's request.
15. Assembles, summarizes, arranges, and prepares materials for reports.
16. Interact well with co-workers and provide outstanding customer service.

17. Come to work promptly every day.
18. Think, concentrate, and interact positively with others.
19. Work well under stress and meet all deadlines.

**OTHER DUTIES:** (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.) Performs other tasks as required or assigned by the school principal.

**LICENSES OR CERTIFICATES:** None

**PHYSICAL DEMANDS:** Work is performed in a typical office environment and may require minimal lifting. Position requires significant periods of sedentary work using a computer, monitor, and mouse, but may also include periods of standing and walking.

**UNUSUAL DEMANDS:** May be required to work flexible hours as necessary.

**TERMS OF EMPLOYMENT:** Eleven (11) month, seven (7) hours per day position and salary commensurate with qualifications applied to the current salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

**FLSA STATUS:** Non-exempt.

**EVALUATION:** Performance will be evaluated annually in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

**APPLICATION PROCEDURE:** Application deadline is (date) at 4:30 pm

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us). References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

### **Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
  - Director of Human Resources
- 410-535-1700

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481.