



Carlsbad Unified School District

6225 El Camino Real • Carlsbad, CA 92009
(760) 331-5000 • Fax (760) 431-6707

...a world class district

REGISTRAR PROMOTIONAL ONLY

Hourly Rate: \$17.59 – 24.76* *Upper range reflects rate earned with sufficient years of District seniority

The current opening is for 8 hours per day, 238 days per year, working at Carlsbad High School. Bilingual ability is desirable but not required.

EXAMPLES OF JOB DUTIES

Job duties for this position include the following:

- Update and maintain scholastic records for High School students in accordance with established laws and regulations
- Establish, monitor, and maintain student permanent cumulative record
- Evaluate, process and transcribe transcripts to determine allowable credits for appropriate student class placement
- Communicate with students, parents, staff, and various agencies to exchange information and resolve issues

ABILITIES

The ideal candidate will have the ability to ensure thoroughness and accuracy to complete multiple tasks with varying deadlines and interruptions, demonstrate effective oral and written communication skills, confidently adapt to emergent prioritizes, learn District curriculum and detailed course descriptions, successfully resolve conflict, and work independently in position with a demanding workload.

MINIMUM QUALIFICATIONS

Any combination equivalent to: graduation from high school and three years increasingly responsible experience involving student record-keeping and enrollment functions in a secondary education setting.

SELECTION AND HIRING PROCESS

This is a promotional recruitment and competitive examination to fill a current opening and to establish an eligibility list for openings for a period of one year, or until depleted. The candidates achieving the top three ranks will be referred for the final selection interview along with any transfer or reinstatement candidates. For candidates who meet the minimum requirements, as demonstrated in their application materials, the examination process will consist of test parts used to measure the knowledge, skills and abilities necessary to perform the essential functions of the job, and may include a written examination, a training and experience evaluation, performance examinations and structured oral interviews.

An Equal Opportunity Employer/Merit System Employer

If you require special accommodation with the examination process, please contact the Personnel Commission office at (760) 331-5031 by the application deadline.

The Eligibility List resulting from this examination may be used to fill vacancies in related job classifications for which no Eligibility List exists (Ed Code 452512).

This announcement does not constitute an implied contract. Any part of this announcement is subject to change.

APPLICATION DEADLINE: Tuesday, February 21, 2012 at 4:00 p.m.

**SUBMIT DISTRICT APPLICATION TO: Classified Personnel, Attn: Rachel Austin
Carlsbad Unified School District, 6225 El Camino Real, Carlsbad, CA 92009**