



## **REGISTRAR/DATA PROCESSOR HAND-IN-HAND HOMECONNECTION OAK HARBOR VIRTUAL ACADEMY**

### **MINIMUM QUALIFICATIONS:**

- High school graduation or equivalent and three years of secretarial experience
- Knowledge and skills in operating general office machines, computers, and specific software programs for Alternative Learning Education (ALE) student management
- Knowledge of scholarships and college requirements
- Effective oral communication skills
- Ability to work independently without supervision, organize and set priorities, and maintain accurate records
- Ability to make spontaneous decisions, work efficiently under pressure and maintain flexibility
- Ability to maintain confidentiality
- Ability to establish and maintain effective working relationships with students, parents, staff, and the general public
- Ability to follow district policies and procedures
- Ability to provide excellent customer service

### **GENERAL FUNCTIONS:**

8.0 hours per day (plus a 30-minute unpaid lunch period) for 210 days per year supporting ALE programs: Responsibilities include and are not limited to: Register and withdraw students, maintain transcript and grade records; work collaboratively with staff and families; run monthly P-223 and supporting reports; keep abreast of student database management software updates, apply knowledge, and inform appropriate staff of changes; provide assistance with graduation process; attend trainings when necessary; and perform a variety of secretarial duties. Office environment; requires strong organization and communication skills, concentration on detail, dexterity, and precision. Experiences frequent interruptions, must be able to change mental direction and refocus on current issues. Recent experience with ALE settings required including using software to manage student learning plans. Secretarial/Clerical (Level 3) pay level begins at \$32.21 per hour.

### **PEOPLE OF DIVERSITY ENCOURAGED TO APPLY**

Oak Harbor Public Schools is committed to building a culturally diverse staff to reflect and serve our culturally diverse student population. We do not discriminate on the basis of sex, race, creed, religion, color, national origin, age, military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog/service animal by a person with a disability in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. For questions and complaints of alleged discrimination contact: Assistant Superintendent of Human Resources & Operations, Title IX Officer, Section 504/ADA Coordinator, and Compliance Coordinator for 28A.640 and 28A.642 RCW.

09.30.25