

TOPPENISH SCHOOL DISTRICT

July 29, 2026

JOB ID: 887

POSITION ANNOUNCEMENT

CENTRAL OFFICE

ALE REGISTRAR

8 HRS PER DAY

ANTICIPATED START DATE: TBD

QUALIFICATIONS:

- High school diploma or GED **required**.
- Associate degree in Business Administration, Office Administration, Education, or related field **preferred**.
- Valid Washington State Driver's License **required**.
- Minimum of two (2) years of progressively responsible clerical or administrative experience, preferably in a school setting.
- Experience maintaining confidential student records and working with student information systems preferred.
- Experience using Qmlativ/WSIPC or similar student information systems **preferred**.
- Knowledge of Washington State enrollment procedures, ALE requirements, CEDARS reporting, and student records management is **preferred**.
- Strong organizational, analytical, and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to maintain strict confidentiality and exercise sound professional judgment.
- Demonstrated proficiency with Microsoft Office Suite, Google Workspace, and other office technology.
- Ability to establish and maintain positive working relationships with students, families, staff, and community partners.
- Ability to manage multiple priorities, meet deadlines, and work effectively with frequent interruptions.
- Must be able to pass a Washington State Patrol/FBI Criminal History Background Check.

APPLICATION PROCEDURE:

In-district candidates need to complete an internal application/transfer through Frontline Recruiting & Hiring no later than Tuesday, August 4, 2026 by 4 p.m. <https://www.applitrack.com/toppenish/onlineapp/>

CLOSING DATE: OPEN UNTIL FILLED

RCW 49.58.110 REQUIREMENTS

Hourly rate: \$29.19 - \$32.22

Benefits Included: SEBB (Medical, Dental, Vision), DRS, VEBA, Paid Time Off, Sick Leave, FMLA & PFMLA

Nondiscrimination Statement: Toppenish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Section 504/ADA Coordinator
Special Education Director
306 Bolin Drive: Toppenish, WA 98948

509-865-4455

Title IX Coordinator
Daniel Sanchez, Athletic Director
141 Ward Road: Toppenish, WA 98948

509-865-3370
dsanchez@toppenish.wednet.edu

Civil Rights Compliance Coordinator
Calisa, Castillo, Executive Director of HR
306 Bolin Drive: Toppenish, WA 98948

509-865-4455
ccastillo@toppenish.wednet.edu

Toppenish School District Board Policies and Procedures regarding Sexual Harassment, Nondiscrimination and Affirmative Action, and Prohibition of H.I.B. can be found at on our District website: <https://www.toppenish.wednet.edu/Page/4341>

If you believe you or a student have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at work, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your supervisor or with the school district's 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns. To file a complaint, please access this website: <https://www.toppenish.wednet.edu/Page/4341>

