

## POSITION ANNOUNCEMENT

### ***Bookkeeper/Registrar at Burnsville School***

Tishomingo County School District is seeking a full-time, 240 day Bookkeeper/Registrar at Burnsville School.

- a. **Qualifications:** The school bookkeeper/registrar shall be a person of good moral character and shall hold at least a high school diploma.
- b. **Selection:** The Board of Trustees, upon the recommendation of the Principal and Superintendent, shall appoint each school bookkeeper/registrar.
- c. **Pay Scale:** School Secretary
- d. **Duties:**
  1. Shall be responsible for preparing purchase orders, pay orders, etc., for the School.
  2. Shall be responsible for accurate receipt and ticket records of all athletic events. Shall be responsible for payment of officials for these events.
  3. May administer medications—only with phone approval from parent.
  4. Shall be responsible for making bank deposits each day.
  5. Maintain copies of all forms, trip tickets, and requisitions for teachers.
  6. Maintain Textbook Inventory.
  7. Maintain Fixed Asset Inventory.
  8. Assist receptionist in phone duties, issuing student admit slips, and other responsibilities.
  9. Work during summer to perform needed tasks to prepare for upcoming school year.
  10. Registers students new to the school and orients them to school procedures
  11. Verifies documents required to register new students and withdraw transfers
  12. Withdraw students according to Board Policy and MSIS.
  13. Enter and maintain pertinent student information in the Student Data Package (SAM Spectra), such as parent/guardian information, AIM contacts, current address/phone, etc.
  14. Refer new students to the counselor after initial registration for scheduling placement
  15. Serves at the local school's MSIS contact
  16. Insure that student information uploaded to MDE is accurate and reported in a timely manner
  17. Compare monthly ADA reports from MSIS to local school reports
  18. Acquire new MSIS ID numbers and be responsible for transferring MSIS information to other schools

19. Work with school attendance officer to make sure schools have proper documentation for excused and unexcused absences and that excessive absences are being reported as required
20. Work with the counselor to help maintain student records and protect their confidentiality
21. If needed, assist in printing report cards/cumulative labels and other necessary documents for student records
22. Perform other tasks assigned by the Principal.
23. Do daily jobs – which change daily – according to Principal’s request.
24. Be Punctual
25. Be at Assigned Duty Location

**f. Reports to:** Principal at Burnsville School

**g. Preferred Qualifications:**

- Experience working in an educational setting
- Experience in Accounting or Finance
- Associate Degree or Higher
- Skills necessary in dealing with the public in a positive manner
- Experience using technology to complete daily tasks

**h. Application Deadline:      **Monday, March 19, 2018 at 12:00noon**  
(Applications received after this date will be reviewed at the Selection Committee’s discretion)**

**i. Application Materials:**

To apply, please submit a Tishomingo County School District Application for Employment and resume.

**j. Application Materials Should Be Directed To:**

(Hardcopy or electronic formats accepted)

Human Resource Director

Tishomingo County School District

1620 Paul Edmondson Drive

Iuka, MS 38852

jrobertson@tcsk12.com

For further information, email:

jrobertson@tcsk12.com

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