



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820

Phone: (541) 575-1280 • Fax: (541) 575-3614

REGISTRAR POSITION FOR THE 2022-2023 SCHOOL YEAR GRANT UNION JR/SR/ HIGH SCHOOL

GRANT SCHOOL DISTRICT NO. 3, JOHN DAY, OREGON, IS SEEKING APPLICANTS FOR THE POSITION OF
REGISTRAR AT GRANT UNION JR/SR HIGH SCHOOL

QUALIFICATIONS:

- High School Diploma
- Three years secretarial or related office experience, preferably in educational setting
- Successful experience with a broad spectrum of students and parents
- Excellent speaking, writing, computer skills
- Holds a current First Aid/CPR card or willing to obtain by hire date
- Provide proof of compliance with OAR 333-019-1030 COVID-19 vaccination requirements for teachers and school staff

A COMPLETED APPLICATION FILE WILL INCLUDE:

1. Letter of Interest
2. Resume
3. (2) Letters of Recommendation
4. Completed District Application

<https://www.grantesd.k12.or.us/District-3/human-resources.htm>

Send application materials to:

Bret Uptmor
Grant School District No 3
401 N. Canyon City Blvd.
Canyon City, OR 97820
Email: uptmorb@grantesd.k12.or.us

DEADLINE FOR APPLICATIONS: Open until filled

COMPENSATION: 2022-2023 Salary Range – Office Specialist \$19.56 - \$22.68 per hour with benefit package.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact ADA Compliance Officer at 541-575-0423 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900. We encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We hire and promote without regard to race, color, gender, national origin, religion, or age, unrelated to job performance. Per District Policy GBED all new hires must pass a drug test prior to hire. Fingerprinting and criminal record checks are required by the Oregon Department of Education. (ORS 584-36-062)