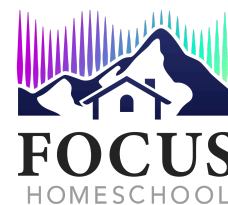


# CHUGACH SCHOOL DISTRICT

## Please Post POSITION VACANCY ANNOUNCEMENT



### Registrar/Secretary FOCUS Homeschool – Fairbanks

**Salary:** DOE-Chugach Salary Schedule  
Eligible for benefits including medical/dental/vision insurance, and vacation/sick leave

**Hours:** 40 per week during school year with flexible summer hours dependent on program needs

**Length of Contract:** Year-round, position begins in July 2025

#### Required Qualifications:

- Commitment to our homeschool program's mission and values
- Professional communication skills, both written and verbal
- Strong customer service mindset with a focus on supporting families and staff
- Ability to collaborate effectively as part of a team
- Open to feedback and commitment to continuous improvement
- Attention to detail through accuracy, precision and thoroughness
- Eager and quick to learn office software and tools to enhance proficiency
- Strong organizational skills and time management skills
- Ability to meet deadlines in a fast-paced environment
- Maintains confidentiality and discretion

**Duties:** The Registrar/Secretary supports the smooth operation of our educational program by combining warm public reception, accurate student records management, and efficient office support. As the first point of contact for families, students, and visitors, this role promotes a welcoming and professional environment through responsive communication and organized front office service.

Working closely with the head teacher, the Registrar/Secretary handles clerical tasks, maintains records, organizes supplies, and supports school events. This role also ensures student files are current and complete, coordinating with district staff as needed. Attention to detail, reliability, and a positive, team-oriented approach are key to success in this position. Other duties may be assigned based on needs of the program.

**Opening Date:** Current

**Closing Date:** Until Filled

**Application Procedure:** Application can be found: <https://chugachschools.com/current-job-openings/>

Submit: Application, Cover Letter, Resumes, References to:

Annie Dougherty, FOCUS Homeschool

234 Front Street

Fairbanks, AK 99701

907-457-2545 e-mail: [adougherty@chugachschools.com](mailto:adougherty@chugachschools.com)

Chugach School District is an equal opportunity employer.



WWW.CHUGACHSCHOOLS.COM



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