

Registrar and Office Manager

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary

Set by the Board of Directors

Reports to

Principal

12 months

Essential Functions

Administrative Duties

- Serve as administrative support liaison for the Couchell building
- Answering phones/return phone calls
- Answer email correspondence
- Manage school spirit rock calendar
- Provide technical and clerical support to faculty and staff
- Distribute daily mail
- Archive records and gather data for reporting purposes
- Ensure beginning of year student forms are collected and stored
- Requisition, receive, store, and distribute supplies and office materials
- Maintain materials and inventory as assigned
- Administer first aid to ill and injured students in the absence of a nurse
- Contact the nurse, parents, or public safety agencies as appropriate
- Provide information concerning school policies, procedures, actions, activities, and schedules as appropriate

Registrar

- Transfer records
- Prepare student transcripts
- Organize and coordinate student admissions and withdrawals

- Prepare monthly enrollment report for the Principal
- Manage waitlist
- Organize and maintain records closet

Attendance Secretary

- Maintain regular student attendance
- Mail attendance and tardy letters

Security

- Uphold security measures for visitors and volunteers entering the building
- Monitors visitors and volunteers visiting campus by corresponding with teachers
- Maintain badge system

PowerSchool

- Assist staff members and parents with PowerSchool access
- Liaison between staff members and Acadia
- Complete monthly PR reports in PowerSchool

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.