



Registrar
(May 2022)

Mountain Song Community School (MSCS) is a community of families and educators dedicated to the conscious evolution of the whole child utilizing developmentally appropriate holistic education that nurtures body, mind and heart. Our aim is to bring forth healthy, confident, free-thinking, self-directed children who are passionately engaged with their education and empowered to contribute positively to the world.

Job Description Summary:

The School Registrar is to ensure all student information is managed & submitted according to state/federal standards; ensure that the school receives appropriate funding for students enrolled, and provide communications to the Mountain Song community at the direction of the leadership team.

Reports To: Director of School Performance

Job Status: Regular Full-time, Exempt (Salary \$32,000 to \$40,000 based on experience and credentials)

Responsibilities & Duties

Registrar Duties

- Manage student records electrically and in hard copy according to state/federal regulations
- Manage class and grade lists
- Communicate and coordinate with other schools regarding student records and enrollment/withdrawal paperwork
- Enroll students at Mountain Song
 - Collect enrollment paperwork and audit for all required information
 - Enter student data into student information systems
 - Coordinate with the Director of School Performance to assign students to classrooms
 - Communicate with school leaders and parents/guardians on enrollment status
 - Provide first-class customer service to parents/guardians
- Retain, update, and manage student cumulative records, including requests for records with other schools.
- Process and distribute report cards
- Enter data and submit state/federal reports under guidance from the Director of School Performance
 - Civil rights submission
 - EOY submission

- EOY SPED submission
 - TSDC submission
 - Oct/Dec count
- Update enrollment paperwork and forms annually - audit for compliance
 - Coordinate Family Economic Data submissions and report
 - Coordinate and record student withdrawals
 - Configure and maintain our Student Information System
 - Manage Intent to Enroll/Waitlist
 - Assist with scheduling and coordination of school tours, community outreach, and parent information sessions
 - Help Coordinate and Assist with the Back to School and Registration Nights

Communication Duties:

- Cultivate respectful and professional relationships with parents/guardians
- Distribute parent/guardian communications as directed by the leadership team
- Ensure parent/guardian contact information is up-to-date
- Meet with parents/guardians via phone, teleconference, or in-person to answer questions, provide guidance on the enrollment process, and provide general support
- Distribute emergency communications to parent/guardians via our student information system and automatic messenger software
- Coordinate events in conjunction with the leadership team to foster community relationships and communication
- Research and implement ways to improve community communication
- Conduct exit surveys for leaving families
- Coordinate and/or collaborate in the development and distribution of the weekly Songbird school newsletter

Operations:

- Identify and participate in professional development opportunities
- Assist in the school's execution of its emergency response plan
- Retain all documents according to state and federal requirements
- Ensure arrivals/dismissals are correctly logged by front office staff
- Answer school phone (When the Student Services Coordinator and Office Coordinator are unavailable)
- Additional duties as assigned

Minimum Qualifications:

- Bachelor of Arts in related field or previous job experience
- 3-5 years experience within a school office setting
- Understanding and commitment of Waldorf Education

Benefits:

- Public Employee Retirement Account (PERA)
- Health Insurance - HMO premium for employees paid at 100% by MSCS - enhanced PPO plan and coverage for spouse and/or family available at additional cost.

- Dental Insurance - Basic plan premium for employees paid at 100% by MSCS- enhanced plan and coverage for spouse and/or family available at an additional cost.
- Vision Insurance - basic plan premium for employees paid at 100% by MSCS - coverage for spouse and /or family available at an additional cost.
- \$25,000 life insurance coverage for employee - premium paid by MSCS
- Short Term Disability Insurance for employee - premium paid by MSCS
- 9 days paid time off (PTO) for illness and personal time-off

Physical Demands and Work Environment:

The physical abilities described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, is frequently required to stand, walk, sit, use hands and fingers, and is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 50 pounds. Close vision is required for detailed work. Required work will take place outside and in a classroom and will frequently be noisy. Working with youth may require exposure to bacterial or viral contamination.