

Montessori



## Job Description & Specifications: Registrar

**Department:** Administration

**Contract Type:** Hourly (Non-Exempt) / 12 month

**Description:** The Registrar works closely with administrative and leadership teams to ensure the integrity, accuracy, and completeness of student data. They are part of the admissions and enrollment team and play a key role in ensuring a culture of audacious customer care as potential families move through the enrollment funnel towards full enrollment into the Montessori Children's House school community. This individual is a creative solution seeker who is comfortable with a dynamic work environment with a passion for education and a love for nature and animals.

### Basic Qualifications:

- High school diploma or equivalent
- 2+ years of experience in office/administrative work
- 2+ years of professional or personal experience relevant to school or child-care
- Experience with Microsoft Office software, database management
- Comfortable learning new technology
- Effective written and verbal communication skills
- Strong organization and task management skills
- A compassionate, nurturing attitude
- Able to pass background check

### Physical Requirements:

- Must be able to sit at a desk for long periods of time
- Must be able to use hands for repetitive tasks, such as writing, filing, and typing
- Must have ability navigate uneven outdoor terrain for limited periods of time in various mild to moderate weather conditions
- Must be able to lift to 50 pounds occasionally and 20 pounds frequently
- Must be able to pass TB Test
- Must be able to provide evidence of MMR vaccine, immunity, or exemption

### Responsibilities:

#### Maintain accuracy and completeness of student records

- Manage physical student files and digital student database(s)
- Ensure student records meet requirements of applicable State, Federal and professional organizations
- Request records for incoming students and respond to student records requests for current and alumni students
- Ensure accuracy kindergarten and upper school attendance records for all reporting needs
- Support filling of annual forms to OSPI, Department of Health, and other reporting requirements
- Maintain systems that ensure the reliability and confidentiality of student information

### **Support the admission and enrollment processes**

- Create annual market pricing survey
- Maintain and update admissions marketing and communication templates
- Process applications for admissions
- Schedule family interviews and student visits
- Maintain all student enrollment spreadsheets
- Provide timely updates to applying families throughout the enrollment process
- Collaborate with business office to create and distribute student enrollment contracts

### **Support routine school operations**

- Oversee the [attendance@mchkids.com](mailto:attendance@mchkids.com) email account
- Maintain student illness tracking and communicate with families about school illness policies and requirements
- Ensure accurate attendance records are maintained
- Assist staff with technical support issues with relevant software products
- Maintain student accident and incident report tracking
- Collaborate with business office to ensure appropriate billing for tuition and other charges
- Maintain and update email distribution lists
- Participate in arrival and dismissal traffic control
- Assist with occasional school and community events which occur outside of normal weekday school hours

### **Other duties as assigned**

### **Training and Certification Expectations:**

- First Aid/CPR certification (within 30 days of hire)
- Positive Discipline Certified or MCH approved alternative (within 12 months of hire)
- Attend trainings as need to stay current on best practices related to job responsibilities

**All employees of Montessori Children's House are expected to support our mission and vision and strive to represent our Characteristics of Professional Excellence.**

### **MISSION**

Nurture AND Nature; developing your child's individual passions and strengths.  
Because today's child is tomorrow's future.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not included as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.