BLACK PINE
CIRCLE SCHOOL
A SCHOOL OF THOUGHT

Job Title: Registrar /Admissions Assistant
Reports to: Head of School
Status: Part Time, Non Exempt

Job Description

This position requires the registrar to collaborate with a variety of stakeholders to create and maintain all systems related to academic information, including the master schedule, report cards, and cumulative student records. In addition, the admissions assistant works closely with the director of admissions throughout the entire admissions process to ensure a positive experience for applicant families.

Admissions

In the admissions department, this position requires an exceptional level of customer service to applicant families. The admissions assistant will communicate both written and orally with potential applicants, providing information, giving school tours, assisting with open house events, and giving student assessments. This position includes gathering, entering, and reporting accurate data to assist in the admissions process and decisions.

Database Management

The registrar/admission assistant will work with director of technology to gather, verify and maintain all online student, family, and faculty information. This requires work as the primary manager of the database in FileMaker, as well as training faculty and teachers on grade reporting, reports, labels and other features.

Student Records

The registrar must accurately and confidentially maintain all required records for the entire student body, including previous school records, immunization and health forms, report cards and transcripts, appropriate admissions files. The registrar also assists with the high school admissions process, providing transcripts during the application process and is responsible for transferring cumulative files to high schools for graduates. This position also requires filling all internal and external requests for transcripts, report cards, and cumulative files in an accurate and timely manner.

Report Cards and Transcripts

The registrar will build transcripts and report cards, ensuring the accuracy of all electronic and paper versions, and will make certain that transcripts are backed-up, organized, and easily retrieved. This requires working with division heads and the administrative team every quarter to create relevant report cards for students including grades and teacher comments.

Academic Scheduling

The registrar will collaborate with the division heads and the director of technology to create the master academic schedule, manage scheduling forms, schedule students, and ensure that all class rosters/ rooms/ teachers are correct.

Attendance

Manage the attendance tracking for students. Send alerts at the end of the school day to teachers who did not record attendance.

Private non-profit school located in Berkeley looking for a part time registrar and admissions assistant at approximately 20-25 hours per week.

Salary range: $22-$28 per hour, based upon experience/skill.

Responsibilities
- Assist director of admissions with the admissions process: leading school tours, hosting open house events, communicating with parents and applicants throughout the admissions process
- Manage the applicant and student databases: building online forms as well as creating lists, layouts, directories, and reports
- Accurately maintain confidential student records including health forms, immunizations, grades
- Build report cards and transcripts, ensuring the accuracy of all electronic and paper versions
- Create master schedule: courses, sections, class rosters, student schedules

Requirements
- Strong technology skills (Experience with FileMaker, Microsoft Excel, google apps is required; knowledge of inResonance is a plus)
- Creative problem solver with a proactive approach to all tasks
- Detailed oriented with strong organizational skills
- Excellent communication skills, both written and oral
- Able to work effectively with administrators, teachers, parents, and students
- Able to provide prompt and courteous service to a wide range of stakeholders
- Must be available 2-4 weekends per year for admissions events