

Position Description
Office Manager/Registrar
Non-Exempt
1.0 FTE

Our Mission

Bertschi School educates children to become compassionate, confident and creative learners in a global community.

Our Values

Our community values integrity, inclusiveness, respect, diversity and a commitment to sustainability.

Our Approach

- Our teachers inspire academic excellence and individual success
- Our curriculum fosters intellectual curiosity and emotional maturity
- Our school encourages social responsibility and collaborative problem solving
- Our community supports and celebrates the unique gifts of every child

Our Diversity Statement

Bertschi School is committed to honoring the unique contributions to our society by people of all ethnic, economic, religious, racial backgrounds, physical abilities, learning styles, gender identities and sexual orientation. We are actively committed to increasing the diversity in our school community to reflect the world in which we live.

Our School

Bertschi School, founded in 1975, is a Washington State approved elementary school. We are an accredited member of the Northwest Association of Independent Schools (NWAIS) and the National Association of Independent Schools (NAIS). The school serves children from prekindergarten through grade five.

General Summary

The Office Manager/Registrar is responsible for management of the school office and logistics, student registration, certain admissions functions, and school reception. This position reports directly to the Chief Financial Officer. Specific responsibilities include:

Front Office Management

- Manage school logistics, including substitute teachers, purchase orders, and the food service program
- Lead efforts to improve operating efficiencies and streamline integration across the organization
- Manage internal communications, and be knowledgeable about school happenings to provide support to parents and faculty/staff alike
- Manage reception area, including greeting visitors, taking phone calls, and responding to email
- Update and manage student and parent data in school database systems
- Coordinate facility tours (Science Wing/Bertschi Center)

Registrar

- Manage registration process, including maintaining immunization forms and student medication forms
- Coordinate and fulfill transcript requests
- Manage daily student attendance
- Oversee student information system updates
- Manage student academic records
- Manage classroom pick up lists

Admission Coordination

- Welcome applicant visitors and provide visit support
- Perform admission data support
- Support middle school application process

Health/Wellness:

- Manage medication process as per the King County Health Department and the School's health policy
- Provide first aid to injured and ill students

Safe Schools Support:

- Help lead efforts to secure school campus, including monitoring the main entry point and maintaining visitor records
- Coordinate security support , including conducting safety drills and updating safety protocols and procedures
- Serve on the Safe Schools committee

Other Duties

- Provide technology and web support for parents and staff
- Purchase and manage stock of general office supplies
- Coordinate annual school photo day and manage shared photo repository
- Distribute postal mail, packages, and electronic faxes
- Manage field trip volunteer background checks
- Manage parent/teacher conference schedule twice a year
- Assist the Assistant Controller logging incoming checks, reviewing outgoing checks and mailing
- Manage the OSPI annual reporting requirements

Requirements

- Prior office management experience
- Ability to manage multiple projects and priorities at a time
- Highly organized and detail-oriented
- Strong verbal and written communication skills, both formal and informal
- Excellent customer service skills and a friendly, welcoming demeanor
- Strong leadership skills
- Must be flexible and work well both independently and as a part of a team
- Proficiency with Microsoft Office suite of software, as well as Mac OS, iCal, and network user skills
- Familiarity with databases

Application Process

No phone calls will be accepted. Interested candidates are invited to send or **e-mail a resume, cover letter and an employment application form** (available at www.bertschi.org/jobs) to: employment@bertschi.org

Office Manager/Registrar Search

2227 10th Avenue East
Seattle, WA 98102

Bertschi School is an equal opportunity employer seeking a more culturally diverse workplace. Bertschi School does not discriminate on the basis of race, color, creed, national or ethnic origin, socio-economic status, gender, sexual orientation or disability.