



Position Title:	Upper School Office Manager/Registrar
Date Modified:	May 2018
FLSA Classification:	Non-exempt
Reports to:	Head of Upper School
Position Purpose:	Provides assistance to the Upper School Division; serves as the School's Registrar.
Work Hours:	7:30 a.m. – 4:30 p.m.
Work Calendar:	Full Year
PTO Designation:	Senior Staff (<i>Blackout Dates May Apply</i>)

Description: The Upper School Office Manager/Registrar coordinates and maintains efficient and effective operations within the division office, works directly with division administration to provide general support to the upper school administrative team and assists students, faculty, staff, parents, vendors and various school constituents, when necessary. Serves as custodian of student information and records including collection, maintenance, archiving and release of student records.

Essential Functions

- Serves as a member of the *Senior Staff* and works directly with the Head of Upper School to assist with initiation and implementation of the day-to-day programs and activities of the upper school.
- Demonstrates initiative, performs administrative support to assignments with minimal direction.
- Organizes and completes instructions furnished in written or oral form with attention to detail and accuracy.
- Interacts with faculty, staff, parents and visitors in a professional manner while maintaining security and confidentiality.
- Assists in assuring that upper school parents, employees and students are familiar with and adhere to *school policies* in all areas of the school's operation.
- Keeps the senior administration informed of events and educational programs within the upper school.
- Assists with planning and preparation of division staff meetings; takes minutes of the meeting and ensures communication of the information that impacts department/division members and students.
- Serves as custodian of student information and records across all divisions.

- Performs tasks associate with the collection, maintenance, archiving and release of student records such as report cards, conference reports, transcripts, discipline reports, attendance and academic history.
- Assists in long range planning with upper school division administration, as well as the division's daily schedule and calendar.
- Supports the *Employee and School Handbooks* and assists with revisions and updates, when necessary, of the upper school's policies and procedures.
- Other duties as assigned by the Head of School.
- Exhibits the behaviors described in the *Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence* and complies with *Physical Requirements and Work Environment*.
- Is assessed through the *Professional Growth and Evaluation Program*.

Essential Tasks

- Aids in planning and implementing all areas of financial responsibility related to the upper school division. Assists in the preparation and maintenance of the operating and capital budgets. Submits requisitions to business office submitted by upper school teachers.
- Coordinates teacher resource materials and teaching material orders for the upper school and sends recommendations for library books, materials and other learning media additions to the upper school library.
- Helps to ensure division facilities are ready for the start of school each day.
- Maintains enrolled students' academic records, which includes family information, grades, attendance, discipline.
- Works with admissions department and division administrators to assure that divorced parental custody permissions match divorce decrees.
- Supports the admissions department and division administrators to assure that St. Francis has received all academic enrollment and transfers information before a student is officially assigned to a grade level.
- Supports the division heads in preparing teacher and student schedules. Monitors distribution of courses across teaching sections and student enrollment with classes to ensure that departments and programs comply with course graduation requirements.
- Knowledgeable about *Senior Systems* and/or other school management software.
- Works with substitute teachers and various parent volunteer groups.
- Completes various *Tasks* listed in conjunction with the *employee's yearly goals* and the school's long range and strategic financial plan.

Qualifications

- High school diploma or GED; college degree preferred.
- A minimum of five years of experience in a similar position; independent school experience preferred.
- Proficient in current version of MS Office, Excel, internet functions and database management.

Upper School Office Manager
Goal Related Tasks

- Screens all visitors to upper school by granting gate access and submitting driver's license information through the Raptor system.
- Answers incoming telephone calls promptly and cordially; answers questions, resolves issues, takes messages, forwards calls to the appropriate party.
- Creates finished documents from notes or outlines, including letters, memos, and project summaries, meeting agendas, meeting minutes, spreadsheets and presentations. Prepares PowerPoint presentations.
- Manages the workflow of the upper school administrative volunteers, including scheduling front desk coverage, as well as coordinating special project work for the division.
- Coordinates and schedules meetings, meeting rooms and required equipment.
- Creates and maintains filing systems and student files for the division.
- Maintains division calendar, contact list and other electronic files and databases.
- Submits all Events Requests for the division, including updating the Web Calendar.
- Coordinates and assists in division mailings/emailings.
- Maintains division task list.
- Coordinates substitute teachers' needs and maintains the sub calendar for the division.
- Informs Director of Administrative Services of need for the delivery of cards, flowers and gifts of condolence or celebration for the school community.
- Assists in delivery of cards, cookie baskets, etc. for students/parents in the division due to injury, hospitalization, etc.
- Assists in delivery of messages and miscellaneous items to upper school students and teachers.
- Maintains accurate student records including evaluation testing off-site, absences, tardies and dismissals; signs students in and out when leaving or returning to campus. Updates parent contact information, when requested, in Senior Systems.
- Accurately prepares and distributes conference reports to parents and division administration. Creates conference schedules for teachers and assists in organization of parent conferences.
- Mail/email teacher recommendations for upper school students. Updates teacher recommendation spreadsheet, as well as updates Senior Systems.
- Coordinates field trips, travel arrangements for division administrators and prepares expense reports.
- Contributes positively to employee morale; maintains a positive, pleasant demeanor to all constituencies; provides positive encouragement to students.
- Acts as first point of contact for student queries and direct students to others as needed.
- Helps maintain division budget and spending. Monthly reconciliation of upper school department budget spreadsheet against expenses recorded in Senior Systems. Preparation of monthly MasterCard bill spreadsheet for Head of Upper School.
- Inputs and follows through on division maintenance through School Dude.
- Assists Division Administration with entry, reporting and scheduling of students and classes using Senior Systems.

- Updates, maintains and administers student records in the Registrar module, and the Scheduling module of Senior Systems, including preparation and distribution of student information cards, updating next year preferences (Pre-Upper and Upper I), and grade level changes.
- Coordinates with Business Office ensuring that permanent records are distributed according to school policy.
- Prepares files for permanent storage. Scan withdrawn students' files and save on appropriate drive on the St. Francis network.
- Inputs requests for purchase orders in Budget module of Senior Systems.
- Regularly involved with preparation and distribution of school publications (i.e., Wolf Watch).