

School Registrar

About Stem School Highlands Ranch

At STEM School Highlands Ranch, we place innovation at the heart of learning to unleash the potential of all students and prepare them for an exponentially changing world. As a K-12 free Charter School in the Douglas County School District, we are committed to creating an environment that fosters respect, success, and continuous improvement. We welcome you to join us on our goal to redefine limits and unleash potential.

Our Commitment to Diversity:

STEM School Highlands Ranch is dedicated to providing equal opportunities to all individuals, regardless of race, color, national origin, age, sex, genetic information, religion, pregnancy, disability, sexual orientation, veteran status, or any other protected status. We strive to maintain a work environment free from unlawful harassment and discrimination.

Our Core Beliefs:

1. Create an environment of respect and success.
2. Nurture unlimited human potential.
3. Leverage the power of collaboration.
4. Optimize resources.
5. Impact the world ethically and positively.
6. Reinvent and adapt.

What We Expect:

At STEM School Highlands Ranch, we expect our team members to be agile learners who design thoughtful and engaging initiatives that ensure maximum impact and engagement.

What You Can Expect:

You will join a community of committed professionals who engage in constant collaboration and innovation to nurture unlimited potential for both students and staff.

Benefits:

STEM School Highlands Ranch offers a comprehensive benefits package, including:

- Employer-paid health, dental, and vision insurance (available on the 1st of the following month).
- Short-term, long-term disability, life, and ADD insurance (available six months from hire date).
- Retirement benefits including PERA pension and 401K employee-only contribution managed through Colorado's PERA program.
- Other benefits include FSA (medical and dependent care), Pet Insurance, Sick Time, and PTO based on years of service

Position Overview:

We are seeking a dedicated and organized Registrar to join our dynamic team. The Registrar will be responsible for the student enrollment process and student records, providing exceptional service and maintaining accurate/complete student records.

Key Responsibilities:

- Report directly to the Director of Enrollment and Engagement to facilitate the enrollment process for new students and re-enrollment for current students.
- Coordinate student enrollment, student record data entry, registration, permanent files, and the information systems processes.
- Responsible for processing student enrollments/withdrawals in compliance with applicable state and federal laws and District policies and procedures.
- Generate, fulfill, and track records and transcript requests.
- Supervise the collection and reporting of all official academic and enrollment records.
- Provide exceptional customer service to prospective families by responding to all inquiries and communications, and scheduling school tours and introduction/marketing experiences.
- Support and attend recruitment events, open houses, on boarding, and other related school functions.
- Collaborate with and inform school departments of relevant student information including student services about incoming students (IEP, 504, ELD, & MTSS plans, counseling, accounting, etc.).
- Execute the Open Enrollment and Express -Check-In in processes.
- Prepare the necessary reports and information for the school, board, district and state reporting.
- Communicate clearly and enthusiastically to all staff and prospective students and their families.
- Be on-site for all contractual workdays unless otherwise specified.
- Other duties as assigned.

Qualifications Required:

- Bachelor's degree or higher from an accredited institution, preferred.
- Experience with Learning Management Systems and spreadsheet software.
- Excel at organizational tasks that involve many people, variables and deadlines.
- Thrive in a diverse, intellectually challenging, fast paced, entrepreneurial environment.
- Responsiveness: Timely follow-up and follow-through with families, students and faculty members is essential.
- Knowledge and the ability to work with both Google Suite and Microsoft Office.
- Proven experience in data entry, school records, customer service, or a similar role, preferably in an educational setting including managing large amounts of data.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with a team and independently when required.

Essential Physical Requirements:

- Occasional lifting, five (5) to fifty (50) pounds
- Ability to stand/walk for ninety (90) minutes
- Ability to run short distances
- Frequent bending, stooping, walking, standing, kneeling, crawling, squatting, reaching, and sitting

Schedule:

- Day shift
- Monday to Friday
- Nights/weekends on an as needed basis
- 225 Work days per school year

Work Location: In person

Job Type: Full-time

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This position will be open until filled, but will not be open past: November 30, 2024.

The pay range for this role is:

20.86 - 33.38 USD per hour (main)

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