



Heritage Community Charter School

1803 E. Ustick Road

Caldwell, Idaho 83605

(208) 453-8070 phone (208) 453-8077 fax

K-8 School Registrar Job Description: We are seeking a full time Registrar to join our team for the 2024-2025 school year!

Job Description:

The Registrar plays a crucial role in maintaining accurate student records and supporting the administrative functions of the school. You'll collaborate with various departments to ensure smooth operations related to student enrollment, attendance, and academic progress. At HCCS we value collaboration and teamwork, and are seeking an individual who will thrive in a group setting and contribute positively to achieving shared goals. The ideal candidate for this role will demonstrate strong interpersonal skills, a cooperative mindset, and a commitment to collective success.

Responsibilities:

1. Student Records Management

- Manage registration/enrollment, recommitment, and withdrawal process for all students.
- Ensure all data for students is up to date and accurate in student cumulative files, PowerSchool, IRIS, and in any other relevant state/district systems.
- Prepare and transmit requests for student records and other official documents related to student enrollment, transfer, and withdrawal.
- Review student records to ensure information is current, accurate, complete and in compliance with the state/district regulations and guidelines.
- Prepare and maintain official lottery registration and wait list. Ensure that maximum enrollment is maintained by offering openings to next prospective applicants on the wait list.
- Lead tours of the school to prospective families and assist with information sessions and other school driven enrollment efforts.
- Collect and maintain student immunization records. Communicate with parents when immunizations are out of compliance. Follow IRIS guidelines for submitting annual immunization reports.
- Consult with teachers and support personnel to create and maintain appropriate class schedules for students.
- Collaborate with Brown Bus, YMCA, teachers and parents to determine transportation routines for students.

2. Maintain Student Lunch Accounts

- Process Free and Reduced Lunch applications into the state and school's database.
- Collect lunch payments, update student and staff accounts, and run daily reconciliation reports.

3. Reception/Administrative Duties

- Greet and assist students, parents, staff, and visitors entering the school, directing them to the appropriate locations or personnel.
- Answer and manage incoming calls, including taking messages, directing calls to appropriate staff, and providing general information about the school.
- Assist in the coordination and communication of school events, parent-teacher conferences, and other activities.

4. School Safety / Emergency Response Support:

- Ensure all visitors are checked in with our Guest Management security system and receive a visitor badge prior to passing through security doors.
- Assist in scheduling, coordinating and executing emergency and evacuation drills.
- Monitor security cameras regularly to ensure overall safety for staff, students, and visitors on campus.

5. Student Health Support

- Assist in providing basic medical care to students, including taking temperatures, monitoring symptoms, and administering both prescription and non-prescription medications.
- Administer first aid for minor injuries, cuts, and bruises.
- Update logs and communicate with parents regarding health issues, injuries, or illnesses.

Preferred Skills and Requirements:

- Previous Registrar experience working in a school office setting, or maintaining client files and data is desired.
- Applicant should possess a minimum of 2 years relevant experience.
- Applicant must be able to maintain the highest level of confidentiality in all circumstances.
- Must be proficient in Microsoft Excel and Word, as well as Google Workspace applications.
- Must be a team player with a positive attitude and be able to collaborate with others, while helping to maintain a pleasant working environment.
- Must possess excellent organization, time management, and follow up skills.
- Bilingual is a plus, but not required.
- Reliability, good attendance, and punctuality are crucial in order for operations to run smoothly.
- Must have the ability to think proactively, take initiative to identify tasks, and see projects through to completion.
- Must pass a background check.

Complete the application at: https://www.heritagecommunitycharter.com/get_involved/employment

Please provide the application, resume and two letters of reference to the front office at 1803 E. Ustick, Caldwell, ID 83605 or send via email to Shantell Mullanix, Principal/Executive Director at smullanix@hccs481.org.

Heritage Community Charter School is committed to providing equal opportunity employment opportunities for all persons without regard to race, creed, color, national origin, sex, age or physical/mental disability except as may be necessary to meet a bona fide occupational qualification, and the school complies with the requirements and objectives of applicable state and federal laws. As per Idaho Code 65-5-1/65-503: "Eligible veterans are provided advantages in public employment in Idaho..."