

Office Administrator

Front Desk Job Description

- Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image
- Greet Parents and Guests in a pleasant and informed manner
- Assist in accepting payments (cash, check, and square payments) and issuing receipts
- Manage Student Sign-ins and Tardy Passes
- Manage Student Sign-outs/cross check with approved dismissal contacts
- Respond to inquiries regarding admissions and Lottery processes
- Forwards messages to appropriate staff members
- Performs other clerical tasks as assigned including document and spreadsheet creation
- Assist Other Front Office/Admin Staff as requested
- Provide assistance in emergencies by contacting parents or guardians
- Other duties as assigned by the Principal

Registrar Job Description

- Greet new families and provide them with information on school registration procedures
- Process new student records, auditing required documentation for enrollment
- Enter student and household information in the school's SIS (Infinite Campus).
- Maintain confidential student records including registration paperwork, school records, and student test scores.
- Process student withdrawals
- Maintain staff and public rosters.
- Inform staff of new enrollments and withdrawals in a timely manner
- Submit monthly demographic reports to Principal
- Process Record Requests from other schools/districts
- Submit Record Requests to other schools/districts
- Oversee accurate entering of EIP, Gifted, FRAM, etc into Infinite Campus
- Assist State Data Reporter as required
- Other duties as assigned by the Principal

Lottery

- Follow all Lottery procedures as dictated by school policy
- Accept and process Lottery submissions
- Adhere to Lottery processes; ensuring complete and accurate number assignments, proper designation of priority and general lottery pools, and maintaining organized and secured Lottery paperwork
- Prepare Lottery event
- Ensure security of numbered chips, accurate and duplicated number recording, public viewing of real-time number draws, and posting of results during Lottery event
- Offer available spots according to posted deadline
- Maintain waitlist throughout the year, processing post-lottery waitlist forms

- Offer additional spots as current enrollment dictates throughout the school year.

Where will this responsibility live?

Attendance Officer

- Manage parent, teacher, and Dr. notes; updating attendance records in IC
- Assist after-school team with updating dismissal lists
- Run regular attendance reports and ensure communication with parents according to attendance policy
- Notify and assist School Counselor in cases of chronic absenteeism

This is a full time position. During the school year, the office hours are Monday-Friday from 7:15 AM - 4:00 PM and includes pre-planning and post planning dates. There will be some required summer work which will be approximately 64 hours over a 4 week period.