Loveland Classical Schools assists parents in developing young minds with virtuous character, critical thinking skills, and a passion for learning to become exceptional community stewards.

Job Title: Registrar

Position Type: Full-Time; 1.0 FTE – 2021-2022 School Year

Pay Range: $15.50 - $17.50 per hour

Location: Academy (Middle/High School) Campus

Reports To: Executive Director

SUMMARY
A Registrar is a non-exempt position. Registrars must exemplify high moral character and embrace the core virtues of the school. The Registrar works to assist parents and students with enrollment and withdrawal of classes. They operate as professionals within the guidelines established by the School Charter and the Board of Directors (BOD). This job description may not encompass all the duties listed below and may include other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Have a strong commitment to student success while supporting the mission and vision of Loveland Classical Schools
- Positively interact with staff, students and parents
- Handle student record management and processing (enrollment/withdrawals)
- Maintain up-to-date enrollment and withdrawal procedure documents
- Communicate with district on reporting data, October Count tasks, and other items
- Responsible for student data entry in Infinite Campus
- Produce grade reports from Infinite Campus, and help with student scheduling
- Create and update student enrollment/withdrawal procedures and forms
- Maintain and conduct LCS School Lottery
- Ability to handle confidential matters professionally
- Maintain a positive attitude towards staff, students, parents and community members
- Organizational and project management skills
- Knowledge regarding Middle School/High School curriculum requirements
- Ability in self-direction and sound judgment
- Other duties as assigned

DESIRED CHARACTERISTICS:

- Must be a self-starter, willing to take initiative and able to work independently
- Knowledge of and experience with Infinite Campus
- Ability to prioritize and process work flow, work under pressure and meet deadlines
EDUCATION and/or EXPERIENCE

- High School Diploma or equivalent
- Three years of secretarial or related office experience, preferably in an education setting. Additional related experience may substitute for formal education as deemed appropriate.

OTHER DESIRED CHARACTERISTICS

- Enthusiasm, patience, energy, responsibility, adaptability
- Organizational skills and attention to detail
- Flexible and reliable
- Excellent communication skills
- Proficient computer skills including the use of Microsoft Excel, Word, Gmail and a variety of office machines

EMPLOYMENT INFORMATION

- This is an AT-WILL employment position. This means that the employee may be discharged for any reason or no reason at any time at the will of the school.
- This position will be non-exempt, meaning that the employee must be compensated for all hours worked over 40 hours per week, at the premium (time-and-one-half) rate of pay.

WORK ENVIRONMENT:

- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

HOW TO APPLY:

Please visit www.lovelandclassical.org to view all of our Employment Opportunities

PAY AND BENEFITS:

Pay: $15.50 – $17.50 per hour

Benefits:

- 401(k)
- Dental Insurance
- Health Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off
- Sick Leave
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Loveland Classical Schools is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.