



<b>JOB TITLE</b>	<b>Registrar</b>
<b>DIVISION/DEPARTMENT</b>	Secondary School, Grades 6-12
<b>LOCATION</b>	Ortega Campus, 1201 Ortega St., SF, CA 94122
<b>REPORTS TO</b>	Deputy Head of School and Director of College Counseling
<b>TYPE OF POSITION</b>	Full time, non-Exempt, <b>open until filled</b>

## OVERVIEW

- The Registrar will serve as custodian of student information and records in the Secondary School (Grades 6-12), performing tasks associated with the collection, maintenance, archiving, and release of student records and act as liaison with other offices including but not limited to technology, admissions, advancement. The Registrar will report to the Deputy Head of School and the Director of College Counseling and work closely with other members of the secondary school administration as well as with students, parents, and faculty.
- Located in San Francisco, LFSF is a French Immersion, independent, co-educational, college preparatory day school of 940 students in grades preK-12. For more information about our school, please visit: [www.lelycee.org](http://www.lelycee.org)

## RESPONSIBILITIES

### Maintenance of student records - Supervised under Deputy Head of School

- Maintain up to date and accurate physical and computerized auditable student records.
- Record, create reports, and maintain correspondence of student records, including but not limited to student cumulative folders, demographics, grades, report cards, diplomas, work permits, immunization, school certificates, and transcripts.
- Assist with the enrollment, withdrawals, and transfer of students and process applicable records.
- Process requests for Alumni, including exam results, transcripts, and reports.
- Process new student records, including requesting grades, transcripts and records from other schools, setting up cumulative folders, and entering student data into appropriate databases.
  - Collect new student information (transcripts, test scores, etc.), transfer data for new students, document waivers/exceptions
  - Process student transfer records, including preparing grades, transcripts and records for other schools
- Collaborate with various LFSF departments to maintain accurate records and databases.
- Review, print, and store report cards and send report cards to families each trimester/semester, or as requested.

### Preparing and Processing U.S. student records - Supervised under Director of College Counseling

- Process and transmit requests for student information, including student transcripts for colleges and enrichment programs, visa status, transfer information, etc...
- Create U.S. transcripts/report cards for High School (for transfers, enrichment programs, and/or college admissions)
  - Calculate GPA as required for High School transcripts/report cards
  - Prepare and verify current and final transcripts

- Create U.S transcripts/report cards for Middle School transfers

#### Continuous improvement and enhancement of registrar practices

- Propose and implement changes in order to improve accuracy and efficiency of records creation
- Develop automatized system for records creation
- Improve student information storage
- Ensure registrar practices are in compliance with LFSF registrar policies and FERPA

#### Support and Collaboration

- Maintain a month-by-month electronic planner of duties/tasks and collaboration
- Write, review, and edit registrar policies and procedures in conjunction with the Registrar Policy Team.
- The registrar will be expected to assist others when projects require office staff to work as a team.

#### OTHER DUTIES AS ASSIGNED

### QUALIFICATIONS

- Secondary school diploma, bachelor's degree a plus
- Experience working in school settings is an asset, preferably in high school
- Aligned with the mission and vision of LFSF
- Aligned with the LFSF values and practices of diversity, equity, and inclusion
- Attention to detail and confidentiality are vital to this position
- Ability to maintain accurate and auditable records
- Ability to plan the workload in order to ensure a strict adherence of deadlines
- Ability to positively support the school's policies and practices and work collaboratively in a professional organization
- Open to learning about standardized registrar practices, FERPA, etc, ...
- Experience with student information systems (such as Blackbaud, SchoolAdmin, Canvas, Naviance/SCOIR) a plus
- Computer skill proficiency with Microsoft Office, Google Suite and Naviance/SCOIR a plus
- Ability for repetitive hand motions, prolonged use of computer
- English fluency is required
- Knowledge of French language and French culture is an asset, but not required

### PERSONAL SKILLS

- Team player and collaborator
- Written and verbal communication skills, creativity, and strong problem-solving skills
- Professional and collaborative, detail-oriented, and able to work independently and on deadline
- Strong organizational, and interpersonal skills
- Truthful, positive, and purposeful when communicating with others
- Ability to maintain emotional regulation in a high demand setting
- Ability to work with and manage frequent interruptions
- Flexible and adaptable with new, different or changing requirements
- Hold self and others accountable to accomplish results
- Interact with students, families, and staff with compassion, respect, and integrity

Salary range: \$50,000 – 70,000 and is commensurate with level of education and experience.

Excellent benefits package which includes vacation, paid holidays, medical/dental insurances, long term disability and retirement plan.

The successful applicant will be required to provide proof of authorization to work in the U.S. and to comply with fingerprint check.

LFSF is an Equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply.

To apply for this position, please visit: <https://www.lelycee.org/about/jobs>