

The Museum School of Avondale Estates seeks a qualified, dynamic, and passionate professional to become the school's **part-time registrar**. The registrar will support school staff, parents, and students on a daily basis and will work closely with the principal in implementing school procedures and policies related to student enrollment, record-keeping, and student records.

The mission of The Museum School of Avondale Estates is to inspire students, teachers, and the community to collaborate to develop strong critical thinking, interpersonal, and academic skills in our students, which will prepare them for real-world success. The Museum School offers the accessibility of a public school with the organizational and curricular innovation of a museum school model. Beginning at the neighborhood level, students develop a strong sense of community, independence, responsibility, and respect for the impact of their decisions and actions on others. These skills will inspire them with the confidence to identify and manage problems at the local and global level.

## Qualifications

- Prior experience in an administrative support position preferred
- Experience in school office operations is preferred
- Ability to build relationships with staff members, students, parents, and community members
- Excellent computer skills required
- Excellent organizational, planning, and implementation skills
- Effective written and oral communication skills

## Responsibilities

- Supporting school staff, students, parents, and community members as the school's registrar in responding to requests regarding student records and reports
- Operating and maintaining DeKalb County School District's **electronic Student Information System (Infinite Campus)** including entering and updating demographics for each student, tracking attendance/withdrawal/discipline,
- Working closely with Special Education staff, Gifted staff, and ELL staff to enter all students within these programs, including eligibility dates, test scores, etc., into eSIS
- Collection and data entry of all information in preparation for FTE count every semester
- Collection and data entry of all information in preparation for Student Records including courses, schedules, grades, and all applicable coding for individual students
- Producing and providing reports to DeKalb County officials regarding FTE count, Student Records, and other required state and local reports as needed
- Creating **cumulative folders** for each student including sections on academics, demographics, and required documentation
- Maintaining students' cumulative folders by reviewing records to ensure current information, accuracy and completeness with state regulations and county office policies and guidelines
- Requesting and releasing student records from other schools
- Engaging with the Lotterease system to ensure up-to-date record keeping and enrollment processes
- Aiding in lottery preparation before, during, and following Open Enrollment
- Preparing a variety of records and reports regarding student enrollment
- Assisting with receptionist duties upon absence of receptionist
- Aiding in the implementation of front office policies and procedures
- Performing other duties as assigned by the Principal

## **How to Apply**

The position will be for the 2018-2019 school year. Qualified candidates should send resume, a detailed cover letter and 3 references to:

The Museum School of Avondale Estates  
Attn: Katherine Kelbaugh  
923 Forrest Blvd  
Decatur, GA 30030

Visit: <http://www.themuseumschool.org/>