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| Job Title           | <b>Registrar for Secondary School</b>                         |
| Division/Department | Secondary School, Grades 6-12                                 |
| Location            | Ortega Campus, 1201 Ortega St., SF, CA 94122                  |
| Reports to          | Director of College Counseling and Secondary School Principal |
| Type of Position    | 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 Director of College Counseling and Deputy Head of School, work closely with other members of the secondary school administration as well as with students, parents, and faculty.
- Located in San Francisco, LFSF is an independent, co-educational, college preparatory day school of 800+ students in grades preK-12 that provides a curriculum for the French Baccalaureate and IB diplomas. For more information about our school, please visit: [www.lelycee.org](http://www.lelycee.org)

## RESPONSIBILITIES

Collaborate with Deputy Head of School (DHOS) on various tasks related to student records

- Provide assistance to the daily tasks of the Ortega campus in collaboration with Ortega assistant, such as exam preparation, and document creation
- Review, print and store report cards for each grading period
- Provide administrative support for student travel exchanges, and global learning program

Maintenance of student records

- Record, create reports, and maintain correspondence of auditable student records, including but not limited to student cumulative folders, demographics, grades, report cards, diplomas, vaccination and/or immunization records, 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
- Collaborate with various LFSF departments to maintain accurate records and databases.

Preparing and Processing of student records

- 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
- Monitor and inform families of student status of diploma eligibility

Continuous improvement and enhancement of registrar practices

- Maintain a month-by-month electronic planner of duties/tasks and collaboration
- Propose and implement changes in order to improve accuracy and efficiency of records creation
- Develop automatized systems for records creation
- Improve student information storage
- Write, review, and edit registrar policies and procedures
- Ensure registrar practices are in compliance with LFSF registrar policies and FERPA
- Engage in Professional Development opportunities, and school events
- Keep current with software used for registrar duties (e.g. Veracross, Naviance, Pronote, Google Suite)

#### Support and Collaboration

- Work with students to support document requests, and receive timely updated information
- Collaborate daily with college counseling assistant to promote successful functioning of department
- Collaborate with faculty and staff to support school projects.
- The registrar will be expected to assist others when projects require office staff to work as a team.

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#### OTHER DUTIES AS ASSIGNED

### QUALIFICATIONS

- Preferred: 2 to 5 years of experience working in school settings, preferably in high school
- Secondary school diploma, bachelor's degree preferred
- Aligned with the mission and vision of LFSF
- 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
- Strong willingness to adhere to LFSF registrar practices, FERPA, etc.....
- Experience with student information systems (such as Veracross, Naviance, Pronote) preferred
- Strong skill proficiency with Google Suite
- 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

- Excellent written and verbal communication skills, and strong problem-solving skills
- Professional and collaborative, detail-oriented, and able to work independently and on deadline
- 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
- Ability to manage two workstations
- Hold self and others accountable to accomplish results
- Interact with students, parents, and staff with compassion, respect, and integrity

*We offer a competitive salary, commensurate with the level of experience.*

*Excellent benefits package which includes medical, dental, vision, 11 paid holidays, up to 4 weeks of paid vacation accrued the first year, long-term disability and retirement benefits.*

*Candidates with 1 to 3 years related experience in the education field can anticipate an annual salary, ranging from: \$ 65,034.00 to \$ 67,307.00 for 35 hours worked per week (based on Salary Grid 2023/2024). The salary offered to the successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, etc. LFSF offers a negotiated salary range.*

The LFSF is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment.

All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. No phone calls, please.

Interested candidates should send their resume and cover letter via: <https://www.lelycee.org/about/jobs>