

**Job Title:** Registrar/Enrollment Coordinator

**Position Type:** Exempt

**Reporting:** This position reports to the Principal

La Salle Charter Schools, Inc., is a public charter school located in North St. Louis, committed to transforming children and our community through innovative education. We work hard to educate the whole child. Students at La Salle are pushed to achieve academic excellence, nurture caring relationships, understand the need for service in the community, and are shown the importance of respect for all.

The Registrar/Enrollment Coordinator is a versatile and team-oriented individual responsible for supporting the overall management of student enrollment and ensuring LSCS is meeting all local, state, and federal regulations. The Registrar/Coordinator will maintain student data and manage all student data reporting.. The Registrar/Coordinator also serves as a vital link between the organization and the community, from helping parents and families navigate the school enrollment process to coordinating recruitment and retention activities with community leaders and organizations. The role requires an entrepreneurial approach towards meeting the needs of the staff, students, and families.

#### *Responsibilities and Duties*

- Enter and maintain student data in the student information system; prepare data for extraction and reporting/submission as required by the MO Department of Elementary and Secondary Education, the School District, etc.
- Create new courses, enroll students, and generate progress reports, report cards, and immunization reports.
- Handles technical structures of the master schedule and data input, including registration
- Coordinates final registration check for data control
- Support staff, parents, and students with accessing and navigating the student information system and grade portal.
- Prepares monthly enrollment reports
- Coordinate graduation requirement specifications
- Compiles listing of students on the honor roll, academic deficiencies, and other student-driven requests as needed; ensures accuracy
- Plan out the timeline for the year's application/lottery process and enrollment process, including marketing of LSCS, and application process
- Review application and enrollment paperwork and make necessary changes as suggested or required by federal, state, and local regulations.
- Manage clerical processes related to updating student documents, including special education students.
- Fulfill internal and external student records requests.
- Conduct periodic compliance audits of files for students.

- Attend training as required by LSCS and the MO Department of Elementary and Secondary Education.
- Coordinate open houses and welcome new families to LSCS
- Establish and maintain solid and accountable relationships with foodservice partners to ensure timely, reliable, safe, on-budget, and fully compliant delivery of services and accurate reporting and financial management.
- Coordinate student recruitment activities (e.g., new students, intent to attend, waiting lists), including managing marketing initiatives, demographic analysis, and coordination with local/regional media outlets to meet enrollment goals/targets.
- Maintain updated information on the school, including Google calendar  
Support school administration with family communications, news, and announcements
- Distribute the Student and Family Handbook annually
- Offer consultation and assistance to staff with the student information system (student data, state reporting, annual rollover, report cards) and lottery/enrollment process
- Informs the school principal and other administrators of possible SIS related issues
- Contribute to the overall success of the organization by performing all other duties and responsibilities as assigned.

*Requirements:*

- A bachelor's degree is required
- At least three years of professional work experience, ideally in a charter school or other K-12 education organization, or transferable experience from another private or public sector organization.
- At least two years experience working with Tyler SIS or a similar K-12 Student Information System software program

*Qualifications, Knowledge, and Skills*

- Passion and commitment to LSCS mission, values, culture, team, and belief that all students can learn.
- Relentless determination to do whatever it takes to help our students succeed.
- The ability to relate to a diverse population of students and parents is a must
- Proficiency in computer skills including student information systems, content management systems, email marketing tools, Google Suite, Microsoft Word and Excel, and ability to learn new programs/software quickly
- Ability to handle requests and inquiries and respond within a timely manner
- Highest ethical standards
- A positive, high-energy attitude and a drive for personal excellence
- Strong problem solving and strategic thinking skills
- Willingness and desire to participate in unexpected projects
- Ability to work some evening and weekend hours
- Demonstrated success in providing superior customer service.
- Strong communication, writing, and presentation skills; ability to translate technical operations information understandably and concisely.