



Jefferson Academy
Charter School

Job Description

Job Title: Registrar and Assistant to Principal
Salary Range: \$39,000-\$65,000.
Benefits offered include: medical, dental, vision, life insurance, voluntary short-term disability, CO Pera Retirement, Jeffco Empower Retirement, Paid Time Off, and a Family Wellness Benefit
FLSA Status: Exempt
Work Year: 215 Days
Location: Coal Creek Canyon
Reports to: Principal

Summary

Under the general supervision of the principal, this position provides comprehensive support for the principal, assistant principal, in addition to managing all enrollment for the PreK - 8. Multi-task to ensure that all job duties are completed while maintaining a high customer service standard, so that the community, students, district personnel and staff have their needs met in an efficient, friendly manner.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Answer questions, communicate information for/to community, act as liaison between administration, staff, students and the community.
- Be able to handle high stress, multiple situations simultaneously with confidence.
- Gather, type and disperse daily announcements, weekly announcements, weekly calendar and memos as well as maintain principal's personal calendar & correspondence.
- Responsible for all enrollment of new students utilizing the district system.
- Maintain and update all student academic records for grades PrK-8 in addition to processing records requests, record transfers and logging files as instructed by the district.
- Administer mandatory State One Day Count and responsible for compiling and submitting all required materials to district. • Acts as the direct line to Board of Directors, Executive Director, Elementary school.
- Work with principal to develop and distribute school marketing plan and associated materials.
- Coordinate registration and new student orientation annually, tasks include preparation of registration documents, coordinating student picture days and technology training. Assist in preparation of close of school procedures, and check teachers out for summer.
- Provide illness/accident attention and First Aide when necessary. Complete accident forms as appropriate. Administer medications to students as back up to Clinic Aid.
- Maintain job skills to keep pace with modern technology.
- Perform other duties as assigned.
 - Answer phones and respond to email inquiries. Check messages left on the attendance line and main line.
 - Greet and screen individuals who enter Main Office.
 - Collect and manage paperwork for volunteers

Education and Experience

High school diploma/GED required, plus secretarial, business, office management, or computer courses, equivalent to up to one year of college. Required to complete district medication administration and health room back up training within first month of hire. Annual training also required. 3 or more years' secretarial or office experience. Experience in a school district department or school setting preferred.

Certificates, Licenses, & Registration

First Aid and CPR Certificate highly recommended.

Skills, Knowledge, and Equipment

Requires strong oral and written communication, interpersonal, proofreading, customer service, and diplomacy. Ability to handle multiple tasks and deadlines. Ability to maintain confidentiality in all aspects of the job. Operating knowledge of and experience with computers, office software, and general office equipment at time of hire. Knowledge of District policies and procedures preferred. Daily and/or hourly contact with persons within/outside department/building, students, parents, vendors/suppliers, general public, applicants, and/or District advisory committees requiring tact and diplomacy to maintain relationships, resolve problems, and negotiate matters, often involving confidential and/or highly confidential matters. Duties require cross training in accounting, finance, and/or budget; time and attendance; travel reports; project management; office management; and total operations and internal systems of departments, division, and/or school and their administration, staff, students, and/or community. Duties and actions impact individuals within the building, parents, students, staff, and/or community.

Supervisory Responsibilities

This job has no supervisory responsibilities. May be responsible for assigning, directing work, and training secretaries, sub-secretaries, clerical staff, paraprofessionals, and/or student aides in the office. May also have input into hiring and discipline processes. Acts as a departmental resource for staff.

Decision Making

Work is assigned by administrative team and/or Principal and by self. Requires strong judgment, quick decision making, analytical skills, and tact to determine the urgency of a situation and the appropriate action within District policies and procedures, often in the absence of the supervisor. Decision making is guided by Student Conduct Code, Board and District policies and procedures, District/school discipline plan, Administrative Responsibilities Guide, and/or good personal judgment. Decision making may require collaboration with administrators, certificated or classified staff, parents, and/or students. Errors in decision making could lead to loss of confidence in and/or impact the image of the District, school, department, and/or division. Supervisor is involved only in major decisions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, and feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment described here represents what an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand and agree to perform the duties listed above.

Signature: Date: Printed Name:

Revised April 2021