

MOENCOPI DAY SCHOOL

POSITION DESCRIPTION

TITLE:	Receptionist/Registrar
EMPLOYMENT:	12 Months (non-exempt)
SUPERVISOR:	Chief School Administrator
PRIMARY RESPONSIBILITY:	To facilitate the enrollment process for all MDS students ensuring that all necessary enrollments forms are completed accurately and all required documents are obtained. The maintenance and accuracy of all students' records is of paramount importance. Compliance with the Right to Privacy Act and confidentiality of student records must be strictly adhered to.
ADHERENCE TO:	Hold a firm belief and commitment to MDS philosophy, vision and mission.

QUALIFICATIONS

- Required High School Diploma or GED
- 1-3 years' experience in an administrative or educational setting in a record keeping capacity preferred.
- Clerical skills, computer literate and ability to use Microsoft applications a must (Word, EXCEL, Windows).
- Knowledge and experience with student enrollment processes, filing systems and data management;
- Required knowledge and experience with state, federal and tribal law relative to K-6 education; BIE regulations;
- Strong communication skills-written and verbal; personable with ability to relate to public, parents, students and staff;
- Knowledge of community resources and experience in accessing these resources; advocacy for students and their families;
- Strong organizational skills; self-starter with ability to respond to changing priorities, short time lines;
- Required a valid driver's license, First Aid/CPR certificate;
- Must pass a background check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal;
- Must in their background reference check, demonstrate successful, positive, multi-year employment and performance of duties at each of the last three (3) employment positions.
- Prepare incoming and receiving reports.
- Hopi/Native American Preference.
- Excellent communication skills; ability to communicate and work well with staff, students, parents and community.

PERFORMANCE RESPONSIBILITIES

- Receives visitors, responses to and monitors all incoming telephone calls, prepares outgoing and sorts incoming mail;
- Assist in the development and dissemination of the yearly school calendar; monthly calendar and special notices to parents and community members;
- Responsible for facilitating the enrollment process for all MDS students and providing all the pertinent information to their parents, answer questions regarding the school, attendance policy and required documentation/immunization to complete the enrollment process;
- Responsible for the overall maintenance and accuracy of student enrollment application documentation, medical records, transcripts, social summaries, permanent records cards, historical data and information pertaining to the sociological, psychological and academic background on each current and past students;
- Honor confidentiality to all student and family records;

- Initiates correspondence relative to enrollment, acceptance and transfer of students, transfer of grades, dropouts, boarding school applications, transportation of students, character reference of former students, transcripts as well as general and specific information concerning enrollment of prospective or former students;
- Maintain updated and current student cumulative folders, ensuring grades, attendance and other pertinent information are readily available and current;
- Responsible for maintaining all daily attendance documentations; work with teachers and other MDS staff in obtaining and maintaining accurate daily counts;
- Prepare daily, monthly and yearly attendance reports;
- Work with teachers and obtain and record all student grades on a quarterly basis;
- Input and maintain current data on the BIE technology based system (NASIS) to ensure accurate counts and compliance with BIE requirements;
- Prepare and submit all required reports for BIE reporting, ISEP, census, free and reduced lunch counts, grades, attendance, etc.;
- Review student attendance records to identify students with high rates of absenteeism. In collaboration with Academic Supervisor and classroom teacher, determine if a home visit and parent contact is necessary to determine cause;
- Assists in maintaining proper safety and sanitation conditions in all areas of the food service department and outside areas; reporting needed maintenance;
- In collaboration with all Food Services staff assures that the school kitchen is in compliance with applicable tribal, state and/or federal health and safety requirements;
- Serves as a Point of Service during breakfast and lunch.
- Maintains files and records relative to the amount and cost of meals served; maintains documentation to meet USDA requirements;
- Monitors the use of food; requisitions and inspects food, supplies and equipment to maintain stock levels and ensures standards of quality are met;
- Prepares and submits all required State of Arizona, reimbursement documentation and other required compliance documents including reports for reimbursement under the USDA school breakfast and school lunch programs and maintain supporting documentation as required;
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better on a monthly basis.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff meetings and all required school in-service program activities;
- Serves on committees as requested;
- Assists with the main office operation; assist Administrative Assistant when needed;
- Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment;
- Be responsible for following accountability procedures; knows and observes Board policies and regulations;
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of work area;
- Provides Customer Quality Service;
- Performs other duties as assigned.

ACKNOWLEDGEMENT

By signing this, I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT PRINT NAME _____ SIGNATURE _____ DATE _____

SUPERVISOR PRINT NAME _____ SIGNATURE _____ DATE _____