

MOENCOPI DAY SCHOOL

POSITION DESCRIPTION

TITLE:	Receptionist/Registrar
EMPLOYMENT:	10 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. School Registrar are responsible for managing and communicating all student health alerts. This includes receiving, documenting, maintaining, and distributing relevant health information (e.g., medical conditions, allergies, and emergency alerts) to appropriate staff in a timely and confidential manner, in compliance with applicable privacy laws and school policies.
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.
- Effective 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; initiative-taker with ability to respond to changing priorities, short timelines.
- 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 collaborate well with staff, students, parents, and community.

PERFORMANCE RESPONSIBILITIES

- Greeting and assisting students, parents, guardians, staff, and visitors in a professional and welcoming manner.
- Answer and route phone calls; respond to inquiries and provide general school information.
- Manage visitor sign-in procedures in accordance with school safety protocols.
- Support daily front office operations and assist with student needs as appropriate.

- Assist in 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, answering 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 student.
- Maintain accurate and confidential student records, including cumulative files, attendance, and immunization documentation.
- Honor confidentiality to all student and family records.
- Maintain confidentiality of student and family information in compliance with FERPA and school policy.
- Adhere to guidelines set by the Bureau of Indian Education and Arizona Department of Education and school policies.
- Exercise professionalism, discretion, and sound judgment in all interactions with parents, guardians, and staff.
- 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.
- Collaborate 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, attendance, etc.
- Review student attendance records to identify students with high rates of absenteeism. In collaboration with Academic Supervisor and classroom teacher, determining if a home visit and parent contact is necessary to determine cause.
- Assist families in understanding school policies, procedures, and academic expectations.
- Support students and families with attendance, enrollment, behavior, and academic concerns in collaboration with school staff.
- Assist families in accessing school programs, services, and community resources.
- Provide translation or interpretation support when applicable.
- Maintain records of family contacts, family outreach efforts, and program participation families can receive support or guidance.
- Serve as an additional point of contact for parents and guardians, particularly those needing additional support or guidance, with the recommendation from Chief School Administrator, ESS Coordinator or Teacher.
- School Registrar are responsible for managing and communicating all student health alerts. This includes receiving, documenting, maintaining, and distributing relevant health information (e.g., medical conditions, allergies, and emergency alerts) to appropriate staff in a timely and confidential manner, in compliance with applicable privacy laws and school policies.
- Provide medically necessary, sound and approved first aid to ill/injured students.
- Assess student health symptoms, determine appropriate first aid intervention needs and take appropriate action, or referral to local health care center.
- Implement and monitor procedures for the safe storage and administration of medications.
- Serves as a Point of Service during breakfast and lunch, when necessary.
- Responsible for enforcing school approved discipline plan; Utilize appropriate language, interactions, and positive behavior interventions system (PBIS).
- Always be responsible for the supervision of students.
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better monthly.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff meetings and all required school in-service program activities.
- Serve on school improvement team.
- 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_____