



## School Registrar

### Background Information:

As one of the state's top ranked elementary schools, Ka'ōhao School believes that we must teach to the whole child. We consider all of our staff members to be part of the educational team, and our small office team plays an important role in supporting our students and their families. We are currently seeking a School Registrar that would fulfill the duties below (and beyond!). This position is a full-time, 12-month position with benefits as provided to State of Hawaii Employees. Pay will start at \$38,000/yr.

### Requirements:

- Some College, Office Experience (minimum 2 successful years)
- Computer Literate – Microsoft Office, Lotus Notes, Gmail, Google Calendar, and the DOE Student Database Systems are used daily. Training will be offered.
- Proficiency in eTriton and Infinite Campus preferred. Training will be offered.

### General Office Duties:

- Answering phones, directing calls to the correct person, and taking messages.
- Front Counter Service – Assisting/directing those who approach the front counter in a friendly manner, including DOE staff, parents, students, and guests.
- Xeroxing – Ensuring forms are kept stocked, servicing machine as needed, assisting others.
- Scheduling – (shared duty) Managing School Director's schedule through Google Calendar.
- General Organizing – Tidying office, cleaning as needed.

### Registrar Duties:

- Student Records – Managing & organizing current and non-active student cumulative folders. Copying and forwarding records to new schools as requested. Ensuring all required documents are kept up-to-date and accounted for. Creating new records as students enter the DOE system. Assisting with all student-related questions and requests.
- Enrollment – Entering and keeping all information current in student database system. Managing and holding Geographic Exception lottery and handling all enrollment processes and forms. Chair the Enrollment Committee, calling meetings, organizing information, and keeping minutes.
- Reports – Assisting teachers with and preparing student data reports as needed (rosters, attendance, etc).
- Attendance – Inputting daily tardies and absences, generating absence reports for A+ and lunch programs, tracking truancy and preparing letters for parents.

### School Lunch Program Duties:

- Ordering – Daily planning of student lunches and ordering through lunch vendor, handing incoming monies and lunch orders from parents. Collecting and processing free/reduced lunch applications.
- Prepping – Meeting lunch delivery truck, prepping cafeteria and food for service, sanitizing area, prepping utensils, recording food & refrigeration temperatures, ensuring correct amount of lunches and milks delivered.
- Serving – Serving lunches to students and supervising lunch area.
- Reporting – Taking daily counts (using eTriton) as in accordance with National School Lunch Program (NSLP) agreements, monthly reports for federal reimbursement, ensuring we are following all required guidelines.
- Training – Attending all mandatory NSLP trainings throughout the year, maintaining lunch reports, keeping information organized, compiling yearly renewal forms and annual reports as required. Providing training to staff involved in lunch service.

To Apply: Submit resume and cover letter to [clewis@kaohaoschool.org](mailto:clewis@kaohaoschool.org) by December 3, 2018. Job will be posted until filled.