

## **Registrar - Part Time**

### ***Tapestry Public Charter School - Clayton County***

The mission of Tapestry Public Charter School is to offer an inclusive, individualized learning environment that is academically engaging for both neurotypical students and those on the autism spectrum, and to create a positive school culture that empowers all students to take possession of their innate talents and become creative builders of their own futures.

Utilizing small, multi-age classrooms with flexible groupings and authentic hands-on learning experiences, Tapestry provides a student-driven, experiential, sensory-based learning environment. All students are respected, loved, and valued as vital members of the school community. More about Tapestry may be found at [www.tapestrycharter.org](http://www.tapestrycharter.org).

Tapestry serves approximately 300 students in grades 6–12.

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- Work Schedule: Part-Time, 213 Days
  - Hours: TBD
  - Reports to: Principal
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### **Job Summary**

The Registrar is responsible for managing student enrollment and maintaining accurate student records for all students in grades 6–12. This includes facilitating new and returning student registration, residency verification, withdrawals, records management, and data entry in the student information system. The Registrar also oversees and executes the annual enrollment lottery process and supports key school and state reporting functions.

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### **Essential Functions:**

*The following duties are representative of this position. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment. Additional duties may be required and assigned.*

- Supports the mission, vision, and values of Tapestry Public Charter School.
- Facilitates student enrollment and withdrawal throughout the school year, including explaining paperwork to families, processing forms, and entering data into the student information system.
- Consults with administration to develop registration schedules and procedures.
- Provides enrollment services in alignment with the Individuals with Disabilities Education Act (IDEA) and the McKinney-Vento Homeless Assistance Act.
- Prepares registration packets and meets with parents/guardians to register students for school.
- Updates enrollment information for all students at the beginning of each school year and as changes occur.
- Maintains permanent student records, including attendance, grades, discipline, and demographic data.
- Ensures accurate, timely data entry into the student information system and maintains current immunization and required health records.

- Processes and fulfills records requests; updates student status in the data system as students enroll, withdraw, or graduate.
- Maintains confidentiality of student records and information in accordance with FERPA and school policies.
- Assists with the schoolwide annual enrollment lottery, including maintaining the lottery database, notifying families, and communicating with stakeholders.
- Works with the Principal and/or designee to input student schedules and support FTE-related data in the system of record.
- Supports the graduation process by ensuring accurate final coding and completion status in the student information system.
- Generates daily and/or weekly reports on attendance, grades, and other student information, as needed.
- Serves as counseling data clerk for the counseling department and assists with transcripts, scheduling, grades, and related tasks.
- Monitors and corrects errors for FTE Count reports (twice a year) and Student Record reports.
- Manages required school and state data for courses and students within the appropriate data systems.
- Assists with front office operations, including answering phones, greeting visitors, and maintaining school calendars or schedules as assigned.
- Maintains a professional atmosphere in the main office; greets and assists staff, students, and visitors and responds to questions from families and stakeholders.
- Responds to telephone, voicemail, and email inquiries regarding registration, enrollment, and lottery processes in a timely and professional manner.
- Attends district and state meetings and trainings (on-site and virtual) related to student data, enrollment, and reporting, as needed.
- Supports substitute management or other office functions, as assigned.

**Essential Qualifications:**

- Minimum of two (2) years of experience using student information systems and automated office systems to maintain databases, generate reports, and support recordkeeping and correspondence.
- Demonstrated ability to plan, organize, and efficiently perform clerical and data-related functions with accuracy and attention to detail.
- Strong interpersonal skills, including the ability to interact effectively and courteously with students, families, staff, and the public.
- Ability to communicate effectively, both orally and in writing.
- Ability to read, write, speak, understand, and communicate in English to perform the essential duties of the position.
- Proficiency with computer applications such as word processing, spreadsheets, email, calendar, and database software.

**Preferred Qualifications:**

- Experience working in a K–12 school environment, preferably in a public charter school.
- Experience with Georgia student information systems and state reporting (e.g., FTE, Student Record).
- Familiarity with enrollment lottery processes and charter school admission procedures

## **Salary & Benefits:**

*This position is part-time; final benefits eligibility is determined by hours worked, FTE status, and applicable plan rules.*

- Salary is based on the Tapestry Registrar pay table, which may be found on the Tapestry Public Charter School website, and is commensurate with experience.
- Participation in the Teachers Retirement System of Georgia (TRS), if eligible.
- Eligibility for employer-paid subsidy toward school-sponsored health benefit plans, if position meets benefits-eligibility criteria.
- Access to health, dental, vision, life, and other voluntary benefits, if benefits-eligible.
- Flexible Spending Account (FSA) options, if available and eligible.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

## **Application Process**

To apply for this position, interested candidates should submit the following:

1. A cover letter summarizing interest, skills, and qualifications;
2. A current resume or curriculum vitae;
3. The names, email addresses, and telephone numbers of at least three professional references.

Please email application materials to Maria Kepler, Principal, at [jobs@tapestrycharter.org](mailto:jobs@tapestrycharter.org). Applications that do not include all required components may be considered incomplete.

**Application Deadline:** Open until filled.

## **Equal Employment Opportunity and Background Check**

Tapestry Public Charter School is an equal opportunity employer committed to building a diverse staff and encourages applications from persons of all backgrounds. Tapestry does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, or any other characteristic protected by applicable federal or state law in any employment practice.

Before hire, applicants must successfully complete a background investigation, which includes a criminal background check and any other checks as required by Georgia law and local Board policy.