



WASHINGTON LATIN
PUBLIC CHARTER SCHOOL

SCHOOL REGISTRAR

School-Year 2022-23

Full-time, 12-month position

Start Date: Immediately

JOB PURPOSE

1. To collaborate with school leaders to position all students to become thoughtful people who contribute to the public good and continue a lifelong quest towards a fuller humanity;
2. To maintain accurate student records in a timely, efficient, and organized manner;
3. To be a helpful resource to the faculty in their efforts to create accurate, professional student records;
4. To maintain an outstanding ISA (in-seat-attendance) rate and to ensure proper reporting to the city.

This job reports to the Director of Data Management.

IDEAL QUALIFICATIONS

- Exhibit a genuine interest in evaluating and improving processes related to record keeping for attendance, enrollment, and tracking of student credits
- Possess a desire to grow and learn from other registrars in the education space
- Experience in roles that require the application of detailed directions from manuals and/or government issued policy guides
- Experience working or volunteering in a school environment
- Comfort emailing and speaking with parents about student attendance and absences
- Possess strong record keeping and organizational skills
- You prioritize kindness and have a preference to work with caring and driven collaborators

Responsibilities

Attendance:

- Confer with students and parents on daily absences and help monitor and report truancy. Determine if good cause exists to excuse absences and tardiness;
 - Work to learn each student's name (over time) to help further the mission that each student be known as a scholar and individual within our community
- Enter attendance into PowerSchool and notify staff daily via email of student absences;
- Investigate attendance problems and identify excessively absent students, including habitual or chronic truants in compliance with The District of Columbia Compulsory School Attendance Law 8-247 and Dc Municipal Regulations Title V Ch. 21;

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Student Records:

- Maintain and update students' permanent records in the Middle and Upper Schools;
- Work with school Principals to track credit accumulation and monitor which students are on/off track for graduation
 - Prepare student cumulative files for review by the Public Charter School Board (PCSB);
 - Certify Diplomas
- Generate Progress Reports and Report Cards for the Middle and Upper Schools in a timely fashion;
- Create class lists, homeroom lists, grade lists, Honor Roll lists, and other academic records for the Middle and Upper Schools;
- Create, maintain, and distribute transcripts for the Middle and Upper Schools;
- Coordinate and administer major mailings for the Middle and Upper Schools

Enrollment:

- Support the Enrollment Team in processing new and returning student enrollment documents;
- Support the Principal and Enrollment Team during the enrollment audit process.

School Scheduling:

- Support and enter student, faculty, and classroom scheduling for both the Middle and Upper Schools;

Other Responsibilities:

- Proctor a study hall for both semesters and occasionally substitute for classes as needed at the discretion of the Principal;
- Record and track community service hours;
- Coordinate the ordering of Kids Ride Free Cards for students;
- Conduct other activities at the direction of the school Principals and Director of Data Management, including help with data, compliance and assessments;
- Provide daily front desk coverage, generally an hour a day;
- COVID Contact Tracer: work with Director of Operations to investigate and contact positive cases and close contacts, and report them to DOH

WHO YOU ARE

You are a master of your field, a curious lifelong learner, and someone who loves working with and for kids. Additionally, you consistently do the following:

For Students

- Manage and appreciate students;
- Create and maintain a respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- Support and enforce the School's Anti-Bullying Policy;
- Establish and consistently administer high academic and personal expectations for students;
- Hold oneself to the same standards to which one holds students.

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For Colleagues and Administrators

- Be respectful of one's colleagues and administrators in word and deed;
- Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;
- Be present at as many after-school activities as possible;
- Discuss any complaints with those directly involved;
- Participate fully in all faculty meetings;
- Assist with admission visits as needed;
- Be responsible with the limited resources of the school;
- Fulfill the responsibilities and conditions of employment detailed in the Faculty Handbook;
- Substitute for colleagues whenever necessary;
- Alert the administration about any contentious interactions with students or parents.

For Parents

- Recognize the partnership between school and home as a crucial component of a student's experience in school;
- Respond to all parent phone calls and emails in a timely, courteous manner;
- Present oneself as a professional at all times;
- Work with parent volunteers;
- Alert the administration about any contentious interactions with parents.

For Oneself

- Actively pursue professional development opportunities;
- Join all relevant education organizations for one's continued growth;
- Discuss with your supervising administrator any particular conditions that could make life at WLPCS more enjoyable and productive;
- As much as possible, maintain some healthy balance of professional and personal time.

WHO WE ARE

Washington Latin is a liberal arts, college preparatory school with a classical mission serving 700 students in grades 5-12 from across the District of Columbia. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.

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- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students’ respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students’ long-term success.

COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY

Washington Latin is an equal-opportunity employer and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

APPLY NOW

Qualified applicants should submit a resume to pvomeigen@latinpcs.org. Please do not submit a cover letter. Final candidates for the position will be asked to complete a two-to-three-hour assignment remotely before a final interview takes place.

Read more about Latin’s model, teaching approach, and community on our website- www.latinpcs.org. This job description does not state nor is it intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty member and participate in the full life of the school.