

School Registrar
Thomas More Classical School
Reports to: Dean of Operations



Position Summary

Thomas More Classical School seeks a capable, service-minded, and highly organized School Registrar to oversee the accurate, secure, and timely management of scholar records and administrative data.

The position also assists with family billing and account records, tracks school and leadership calendars and deadlines, supports the front office, and provides practical administrative assistance for mailings, events, and schoolwide projects.

Primary Responsibilities

Registrar and Scholar Records

- Serve as the school's registrar and primary custodian of official scholar records.
- Maintain complete, accurate, secure, and accessible cumulative files in physical and electronic formats.
- Collect, review, organize, and track required application, enrollment, registration, re-enrollment, and withdrawal documents.
- Proactively identify missing, incomplete, inconsistent, or outdated records and follow up with families before deadlines or compliance concerns arise.
- Maintain enrollment status, grade level, demographic information, emergency contacts, household information, and other scholar data in the school information system.
- Process requests for scholar records and coordinate the timely receipt and transfer of records between schools.
- Prepare checklists, timelines, reports, and reminders for registration, grade advancement, school-year opening, and school-year closeout.
- Coordinate records needed for admissions review, placement decisions, academic support, reporting, and school operations.

Attendance Administration

- Manage daily attendance records, including absences, tardies, early dismissals, and corrections.
- Communicate with families regarding routine attendance questions, documentation, and unexplained absences.
- Prepare attendance reports and summaries for school leaders as requested.
- Anticipate field trips, special schedules, testing days, school events, and other circumstances that affect normal attendance procedures.

School Platform Management

- Serve as the day-to-day administrator for ClassReach and other school platforms used for enrollment, billing, attendance, communication, records, forms, and calendars.
- Maintain user accounts, permissions, household profiles, scholar rosters, grade levels, staff assignments, communication groups, and platform calendars.
- Assist the Dean of Operations with maintaining forms, workflows, announcements, templates, and routine reports within school platforms.
- Ensure that scholar records, attendance, enrollment, billing, and calendar information remains accurate and consistent across systems.
- Prepare platforms for the opening and closing of each school year, including roster updates, grade advancement, and account transitions.
- Assist families and employees with basic access, navigation, password, and account issues.

Billing and Family Account Support

- Assist the Dean of Operations family account administration.
- Answer routine family questions regarding balances, due dates, payment methods, and posted transactions.

Calendar and Deadline Tracking

- Maintain the school's master administrative calendar and ensure important academic, operational, admissions, advancement, billing, reporting, and event dates are accurately recorded.

- Manage the professional calendars of the Headmaster, Dean of Operations, and Dean of Admissions and Advancement.
- Schedule meetings, appointments, interviews, school visits, family conferences, vendor meetings, and leadership commitments.
- Confirm meeting details, locations, attendees, and necessary materials in advance.
- Provide timely reminders and ensure leaders have the documents, agendas, background information, and preparation time needed for scheduled commitments.

Front Office and Family Service

- Maintain a professional, orderly, welcoming, and reception area.
- Welcome families, scholars, visitors, volunteers, vendors, and community members with warmth, professionalism, and discretion. Ensure all gets sign the visitor log upon arrival and upon leaving.
- Answer and appropriately route telephone calls, emails, questions, and requests.
- Assist current and prospective families with routine questions regarding enrollment, records, schedules, forms, attendance, uniforms, events, billing, and school procedures.
- Anticipate common questions and keep current forms, calendars, instructions, and family resources readily available.
- Receive scholars arriving late or leaving early and maintain required documentation.
- Receive deliveries, distribute mail, and coordinate outgoing correspondence and packages.

Correspondence School and Enrollment Support

- Serve as the primary administrative liaison with correspondence schools and other educational partners serving TMCS scholars.

Office Operations and Schoolwide Support

- Maintain an organized, efficient, and functional school office.
- Monitor the faculty supply room and maintain accurate inventory of instructional and office supplies.

Qualifications and Ideal Candidate

The ideal candidate is a steady, accurate, and versatile school professional who values orderly records, dependable systems, and gracious family service.

- Strong organization, accuracy, attention to detail, and follow-through.
- Demonstrated ability to anticipate needs, plan ahead, and manage recurring responsibilities.
- Ability to manage interruptions, changing priorities, and multiple responsibilities without losing track of important details.
- Alignment with the mission and culture of Thomas *More* Classical School.

Previous experience in a school registrar's office or school secretarial setting is preferred.

Mission and Professional Expectations

All employees of Thomas More Classical School are expected to support the school's mission, model professionalism and goodwill, protect confidential information, and contribute to a culture ordered toward Truth, Goodness, and Beauty.

Because TMCS is a founding and growing school, duties may shift as needs develop. Flexibility, initiative, accuracy, and a willingness to serve beyond a narrow task list are essential.

This is a year round fulltime position - 8:00 am to 4:30 pm.

Email a letter of interest, resume, philosophy of education in up to 200 words, and references to headmaster@moreclassical.org.

Want to learn more before applying? Reach out to the Headmaster at 907-615-8040.