



SPA

**Contra Costa School of
Performing Arts**

www.cocospa.org • 925-690-8600

Job Title: Registrar
Category: Classified
Work Year: 228 Days
Supervisor: Principal or Designee

About SPA

The Contra Costa School of Performing Arts (“SPA”) is a tuition free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

Role Summary

The position of Registrar was established for the purpose/s of providing complex administrative and clerical support to the administration; overseeing day-to-day school office activities; managing the admissions and enrollment processes; and providing information, recommendations, and/or direction as may be requested by administration.

Key Responsibilities

- Acts on behalf of assigned administrator(s) in their absence (e.g., questions, concerns, complaints) for the purpose of conveying and/or gathering information required for their functions in a timely manner.
- Compiles data from a variety of sources (e.g., time sheets, budget reports, specialized reports, personnel records) for the purpose of processing data in compliance with financial, legal and/or administrative requirements.
- Composes a variety of documents (e.g., correspondence, agendas, minutes, newsletters, bulletins, reports) for the purpose of communicating information and/or creating documentation in conformance with established guidelines.
- Coordinates a variety of projects, functions and/or program components for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g., letters, memorandums, meeting minutes, charts, operational procedures, manuals) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes documents and materials for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.

- Researches a variety of topics (e.g., current practices, policies, education codes) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g., staff, parents, students, public agencies) for the purpose of providing information or direction and/or facilitating communication among parties.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Support the creation and monitoring of the annual admissions calendar
- Monitor enrollment numbers and regularly report to administration
- Manage all enrollment systems inclusive of electronic and paper information collection
- Support the organization and facilitation of the annual public random drawing
- Procure, survey, and maintain all student records
- Create and monitor all control systems for student records
- Oversee attendance record keeping including preparation for required reporting and the audit
- Collaborate with the Dean of Students on the SART/SARB process
- Manage the importing and upkeep of student information within the SIS
- Process all student records request with the approval and supervision of administration as necessary
- Process all student withdrawals
- Other duties as assigned.

Qualifications

- Minimum high school diploma or equivalent
- Time management skills and the ability to easily shift priorities in a demanding and ever-changing environment
- The ability to demonstrate initiative and work independently in the absence of specific instruction
- The ability to interpret and apply policies and procedures
- The ability to maintain a friendly demeanor while working in a busy office with extensive student/parent contact and calls