



FIRESTONE CHARTER ACADEMY

Shaping Hearts & Minds Public K-8 Charter School

School Mission:

The mission of Firestone Charter Academy is to positively shape the hearts and minds of our students by providing them a core knowledge curriculum with a classical emphasis that is academically rigorous and content rich, a safe environment in which character is modeled and promoted, and a community in which to build trusting relationships with others.

Position: Registrar, Full time, 234 days

Reports to: School Principal

Pay Range: \$22.00 to \$25.00 per hour, depending on experience

Duties: Maintain permanent student records and transcripts according to district and state guidelines. Track student and class membership for statistical information. This is planned as a 12 month position, 234 day position.

Student Records:

- Analyze new student transcripts, including foreign transcripts. Determine transfer credit and application to graduation. Enter into transcript database. Prepare and maintain transcripts for distribution for college and scholarship applications.
- Prepare new student packets, input student demographic information into database. Request records for new student and prepare records for new school for transfer students. Enter all pertinent information into database.
- Compile data and create reports and spreadsheets of information and perform moderate analysis of data as requested using basic computer software.
- Track new and transfer students throughout the year to prepare Federal October Count for funding and other required reporting. Maintain proper membership count, including grade, sex and ethnic background.
- Develop, update and maintain filing systems and procedures for new students, current students, transfers and graduates to meet district and state standards.
- Prepare and execute appropriate process to record and maintain all information and actions regarding transcripts, transfers and student demographic information in student information system database.
- Assist in the development of the master schedule, including input maintenance, and changes throughout the year. Prepare and distribute student schedules and teacher class lists.

Enrollment:

- Respond to Enrollment Inquiries: Serve as the primary contact for prospective families, promptly responding to phone, email, and in-person queries regarding school enrollment and programs.

5753 Twilight Avenue
Firestone, CO 80504
303-772-3711

www.firestonecharteracademy.org



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- Conduct School Tours: Organize and lead tours for prospective students and their families, providing comprehensive information about the school's curriculum, culture, and community.
- Engage with the Community: Actively participate in community events and initiatives to increase the school's visibility and foster relationships that support student recruitment and retention.
- Support Marketing Campaigns: Collaborate with the marketing team to create and implement campaigns aimed at recruiting new students, including managing outreach materials, social media content, and enrollment information sessions.
- Coordinate Enrollment Events: Plan, promote, and execute events aimed at attracting new students and families to the school.
- Track Enrollment Data: Maintain accurate records of enrollment inquiries, applications, and tours, providing regular reports to administration on trends and opportunities for improvement.
- Foster Positive Family Relationships: Develop and maintain strong relationships with current families to encourage word-of-mouth referrals and to support student retention efforts.
- Assist with Application Processing: Guide prospective families through the application process, ensuring a smooth and welcoming experience from initial inquiry to enrollment.
- Liaise with Principal for enrollment numbers and admissions: Work closely with the admissions team to ensure alignment of recruitment strategies and enrollment goals.
- Promote School Programs: Highlight the unique aspects of the school's programs and culture in all interactions with prospective and current families to enhance recruitment and retention efforts.

Other:

- Assist in coordination efforts for all major events to include but not limited to; Assemblies, Promotion Ceremonies, Marketing Events and Materials, Tours, etc.
- Provide backup coverage for other school positions as necessary.
- Perform other duties as assigned

Education/Experience:

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses.
- More than one year of experience in a general office setting.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

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- CPR and First Aid certifications required within one month of hire date.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Bilingual skills preferred.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee may be exposed to moving mechanical parts associated with wheelchairs and/or other adapted equipment. The noise level in the work environment is usually moderate to loud.

MENTAL FUNCTIONS The employee will be required to be able to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.



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While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, instruct, evaluate, use interpersonal skills, negotiate, and prioritize. The employee is frequently required to copy, coordinate, compute, synthesize, and compile.

Application Instructions:

Firestone Charter Academy actively seeks applications from the most capable, professional candidates. Interested candidates must complete an application and submit resume/licensing to be considered for an interview. Email the school Principal, Jessica Cervantes, at jessica.cervantes@firestonecharteracademy.org with questions.

Firestone Charter Academy prioritizes our employee's health and well-being. As part of that priority, we offer a choice of Employee Benefit plans, Employee Assistance Plans, and access to wellness programming through our benefit providers.

All positions are eligible for PERA (pension) and several Employee Assistance Programs (EAP) offered by our providers.

All Full Time (over 30 hours) positions are also eligible for Employer paid Basic Life Insurance, Accidental Death and Dismemberment, Short & Long term Disability, Health/Dental/Vision insurance, Accident/Critical illness plans, additional voluntary Life Insurance, Flexible Spending Accounts, Insurance and wellness programs/discounts from our providers.