



MTS Registrar and After School Programs Administrator

Mount Tamalpais School (MTS), a K-8 independent school serving up to 240 students in Mill Valley, California is looking for a Registrar and After School Programs Administrator (ASPA). This staff member will work to ensure the smooth operations of our online and in-office systems while also strengthening our after school learning opportunities.

Position Description

Registrar Overview:

The Registrar will serve as custodian of student information and records- performing tasks associated with the collection, maintenance, archiving, and release of student records and act as liaison with other offices including but not limited to technology, admissions, and advancement.

Reporting to the Operations Manager, the Registrar and ASPA is responsible for a wide range of school-office functions including:

- Maintain up to date and accurate physical and computerized auditable student records
- Record, create reports, and maintain correspondence of student records, including but not limited to student cumulative folders, demographics, grades, report cards, diplomas, work permits, immunization, school certificates, and transcripts.
- Assist with the enrollment, withdrawals, and transfer of students and process applicable records
- Work with departmental heads (Athletics, Performing Arts, Music), coordinate enrollment for in-house after school sports and music programs.
- Coordinate key aspects of field trips including first aid bags, rosters, field trip drivers, and ensuring compliance with MTS policies
- Medical record tracking and reporting, emergency preparedness coordination, administration of prescribed medications and some first aid.
- Assist with the MTS transportation program - enrollment, rosters and coordination with drivers, parents and MTS staff
- General front-office assistance: The Registrar is the backup receptionist, answering calls, interfacing with parents, students, and faculty/staff.
- Assist with special projects & events as needed
- Propose and implement change in order to improve accuracy and efficiency of records creation
- Develop automatized system for records creation
- Improve student information storage

After School Programs Administrator Overview:

The After School Programs Administrator will develop, organize, schedule and supervise after school programs/activities for K-8 students. The administrator will provide leadership and supervision for staff working in the program, and keep the highest priority on the safety and well-being of students.

- After school program administration including: sourcing vendors, reviewing contracts and pricing, enrolling students, managing communications, room/space allocations and serving as the point person for engagement between vendors, families, students and MTS staff
- After care program management including: supervising, training, and managing all staff
- Develops weekly staff work schedules
- Serves as role model for staff displaying encouragement, fair play, skill development and discipline
- Creates program flyers, brochures, and announcements to parents/school staff to market activities

Position Requirements**Education and Experience:**

- A BA or BS
- Office administration experience
- Strong technology skills and experience learning new technology platforms (experience with an SIS is a plus)

Personal Qualities:

- Ability to work with a wide range of individuals
- Exceptional communication and organizational skills
- The ability to work both independently and collaboratively

To Apply: Send a cover letter and resume to jobs@mttam.org