



Registrar/Office Manager Alternative High School

Status: 7:45 am to 3:45 pm, 5 days a week; 40 hours max

Compensation: starting at \$60-65,000 based on experience and qualifications directly related to this position

Reports to: Leadership Team

Location: Mt. Scott Learning Center, 6148 SE Holgate Blvd., Portland, OR 97206

Start Date: June 2025

ABOUT US:

Mt. Scott Learning Center is a nonprofit options high school working to re-engage students whose needs were not being met in a larger, traditional high school setting. We believe our greatest strength is in the relationships we build—between teachers and students, between staff and families, between colleagues, and among peers. Our student body is a diverse community with unique learning needs and a wide variety of skills and challenges.

POSITION SUMMARY:

We are a tight-knit community of teachers, administrators and students, seeking a Registrar/Office Manager to run the front office. Candidates for this position should be committed to Mt. Scott's mission and be excited to work in a dynamic office environment with regular direct interaction with students, families and staff. The registrar works primarily indoors in an office environment that is often controlled and quiet but will also include moderate to loud noise. The work environment will require interacting with distraught or difficult individuals at times.

This position requires regular focus on a computer screen at a desk in the main office of the school and has four main areas of responsibility – enrollment, attendance, administrative support and general office duties. The required hours for this position are Monday through Friday, 7:45 a.m. – 3:45 p.m. The contracted days for this position follow the Mt. Scott Learning Center yearly calendar, with some additional workdays required during summer break.

WHO YOU ARE:

- You enjoy working in an active school setting with a team of educators and adolescents.
- You maintain a positive and calm attitude with students, families, staff, and others, even when they are not at their best.
- You model a high degree of professionalism in your dress, your conduct, your attendance and punctuality, and by setting healthy boundaries with young people.
- You balance priorities, schedules and deadlines with flexibility and a clear commitment to achieving successful outcomes for the people you are working with.

YOUR RESPONSIBILITIES:

Registrar/Enrollment:

The registrar performs independent work under limited supervision. The work includes extensive contact with students, administrators, teachers and parents, both within the school and with registrars at other schools and in other districts. It requires the handling of sensitive materials and a commitment to maintain the highest degree of confidentiality.

- Enroll and withdraw students in Synergy.
- Disseminate, collect and process related paperwork. (Enrollment packets, withdrawal notices, referrals to Reconnection Services, etc.)
- Review records as they arrive and share relevant information about new students with staff. (SPED, 504 Plans, health issues, discipline history, etc.) Maintain student files.
- Enter any foreign credits in Synergy course history. May include credits from non-PPS schools or extra credits earned through work or PE packets.
- With the Director of Academics, establish grading dates and timeline, create the grading schedule in Synergy and monitor grading process.
- Create report cards and ensure that transcripts are updated.
- Distribute progress reports and report cards to Advisors, and coordinate Parent-Teacher Conference Schedules at the end of Quarters 1 and 3.
- Distribute Success Matrix materials to Advisors at the end of each quarter.
- Help the Transition Specialist track graduation requirements such as PLRs and do credit checks of students nearing graduation.
- Work with the Director of Academics on annual forecasting and scheduling. Enter into Synergy the master schedule to reflect teacher and class assignments for the year.
- Update/maintain immunization records as required by the state.

Attendance:

Consistent, on-time attendance is vital to student achievement, and many students at Mt. Scott have a history of struggling with attendance. To support students and their families, we have developed a personalized, data-driven approach to communication about attendance. We make our own phone calls and texts home when a student is absent, rather than relying on PPS Robo-Calls. And we track and enter into Synergy specific data about late arrivals, early releases and all absences. This helps us generate meaningful attendance reports that aid our discussions with students and families when attendance becomes an issue.

- Check in late arrivals and check out early releases, ensuring that they log in the correct time and, for early releases, the reason for the release. Students who request an early release should be referred to the counseling office for admin approval prior to calling for parent/guardian approval.
- Create attendance emails for staff at approximately 10:00 AM and 3:30 PM.
- Call or text absent students' families and record any information in Synergy.

- Maintain awareness of consecutive absence counts for students and inform families and staff as student absences near the 10-day withdrawal mark.
- Create attendance reports for the admin team as requested.

Administrative support:

Perform a variety of administrative tasks with constantly changing priorities and deadlines. Mt. Scott uses a data-driven approach to develop and adjust school policies, and this position gathers and synthesizes much of that data, particularly concerning student achievement, attendance and behavior each quarter through our Success Matrix. In addition, this position documents behavioral issues using two systems – PBIS (Positive Behavioral Interventions and Supports) and, for any incident that results in a suspension, Synergy discipline tracking.

- Create and maintain various mailing lists and spreadsheets, primarily in Constant Contact and Google Drive. These include our “No-Fly” list for field trips and tracking of graduation requirements for seniors.
- Support off-site business manager by collecting the daily mail, recording any checks received and scanning and emailing to the business manager any bills or other mail related to their job duties. Work with the business manager, the admin team and the district to onboard new employees.
- Coordinate completion of annual Alternative School Renewal Application to ODE and beginning of year (BOY) and end of year (EOY) reports to the district.

General office / other duties:

Greet visitors, ensure security procedures are followed and that visitors are signed in and out appropriately. Answer phones. Monitor the school’s security cameras as needed (this task is shared with the Campus Monitor).

- Do weekly checks of Mt. Scott folders in PPS Google Drive and perform any needed tasks. These are related primarily to 10-day drops and discipline issues.
- Distribute TriMet HOP Cards to students. Work with our liaison in the PPS Multiple Pathways office, to obtain distribute and track HOP cards.
- Dispense medication to students and document it in compliance with school and district policy. Perform minor first-aid duties in the absence of a school nurse.
- Assist in managing student traffic in the main office, setting up student email accounts, checking and locking bathrooms, and other office tasks as needed.
- Conduct monthly fire / emergency drills and maintain records of all drills and required inspections. Coordinate inspections with outside vendors.
- Order office and classroom supplies from Office Depot. Solicit requests for supplies and obtain approval from the admin team prior to ordering.
- Collect miscellaneous fees and maintain petty cash box records.
- Respond to various facilities / key requests.

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent.
- Must be a positive, cooperative, flexible team-player who loves supporting and encouraging adolescents and working on their behalf.
- Must be skilled with the use of technology: Gmail and Google Apps, Internet applications, and all Microsoft Office Programs.
- You are committed to discretion, privacy and respect when communicating about students or other sensitive information.
- Must be attentive to detail, thorough, and able to follow through on duties in a multi-tasking, sometimes noisy environment that can have frequent interruptions.
- Must successfully pass Oregon Department of Education fingerprint-based background check.

PREFERRED QUALIFICATIONS:

- Experience with the Synergy database or similar system
- Experience working with teenagers
- Basic level of Spanish language proficiency

BENEFITS:

- \$60-65,000 a year starting salary based on experience and qualifications related specifically to this job
- Employer-paid health and dental insurance through Kaiser Permanente
- Employer-paid long-term disability insurance
- 401(k) plan with employer match
- 2 weeks paid time-off plus school holidays and breaks

TO APPLY:

Please send a **cover letter and résumé** to info@mtscott.org with " Registrar/Office Manager" in the subject line. Application materials are due immediately and will be reviewed on submission. This position will be open until filled. **Please do not contact the school or any staff member directly.**

An effective cover letter will highlight the applicant's relevant experience and address the following:

- Why the applicant is interested in being part of the Mt. Scott community
- What specific skills they would bring to the team

For more information about Mt. Scott Learning Center, please see our website at <http://mtscott.org> .

Mt. Scott is an equal opportunity employer and does not discriminate in any aspect of employment on the basis of race, color, religion, sex, national origin, age, disability, gender identity, sexual orientation, or any other legally protected status in accordance with the requirements of local, state and federal law.