

**Upper School Registrar**

Montclair Kimberley Academy, an innovative PK – 12 independent day school with a strong national reputation and a recognized 1:1 laptop program, seeks a full-time Registrar beginning on or around July 1, 2017.

The primary function of the Registrar is to maintain and advance the function of the academic database and student records and to assist the Academic Dean in the day-to-day operations of the academic experience for all Upper School students. Also, the Registrar will work to improve efficiency of current systems; build a cutting-edge registrar function consistent with leading-edge academic institutions (may require some travel).

Responsibilities include, but are not limited to (a more detailed job description is available upon request):

* Having a general knowledge of academic deadlines, schedules, credits, and curriculum (at MKA’s Upper School);
* Maintaining each student’s permanent record file and transcript;
* Facilitating the course registration process, including course request changes and notifications;
* Monitoring daily attendance (including calls from home) and accounting for the whereabouts of students (throughout the day);
* Processing detention letters to families and notices to students;
* Researching best practices in the Registrar field and compiling a list of top recommendations for improving MKA’s Registrar function to the Head of Upper School and Academic Dean.

Candidates should possess outstanding interpersonal, communication, and organizational skills; the willingness and flexibility to work as a member of a collaborative team; love of learning; and the ability to use technology to analyze data and produce reports.

Please send or email a letter of interest, résumé, two letters of recommendation, and a list of three references to:

David C. Flocco, Ed.D., Head of Upper School

Montclair Kimberley Academy

6 Lloyd Road, Montclair, NJ 07042

dflocco@mka.org

*An Equal Opportunity Employer, MKA is committed to maintaining an environment in which all people are respected and valued. To that end, discrimination in any form, such as that based on race, religion, ethnicity, gender, gender identity, sexual orientation, age, or socio-economic status will not be tolerated. The school actively strives to recognize, respect and celebrate the differences and commonalities that shape the individual and collective identities of its members.*