



REGISTRAR JOB POSTING

JOB TITLE: Registrar and Database Coordinator

WHO WE ARE

Escuela Bilingüe Internacional is an independent PreK-8 school offering a Spanish/English bilingual, International Baccalaureate (IB) education that inspires our students to engage with a changing global world. We are passionate about creating a community that reflects the vibrant diversity of the world in which we live and a culture that celebrates a myriad of perspectives. Our staff and faculty members represent over 15 countries. If you want to work at an international school that cherishes diversity and inspires its students to become global citizens, we welcome your application.

YOUR ROLE:

As the **EBI Registrar and Database Coordinator**, you'll play a key role in maintaining and supporting the school's data systems to ensure accurate, organized, and secure information across multiple areas. You will oversee student, family, academic, and HR records, ensuring compliance and working with the technology manager to safeguard all data. Additionally, you'll collaborate closely with the Director of Advancement and the Director of Strategic Enrollment Management to support admissions and enrollment processes. In addition to maintaining essential student information, you will assist with database coordination, training users, and supporting various school functions with dashboard and data management tools. Your proactive communication and attention to detail will be critical in supporting the admissions, enrollment, and ongoing family engagement processes.

Key Responsibilities:

- Manage, verify, and archive student records, including academic records, and emergency and immunization data.

- Assist with maintaining and troubleshooting key databases, student record software, and donation systems, ensuring data accuracy, security, and integrity across all platforms.
- Support the development and maintenance of database structures, creating customized reports and dashboards to track academic, HR, finance, development, and admissions data.
- Assist with data migration, system updates, and integration efforts to ensure seamless functionality and data flow between various systems.
- Monitor and evaluate database performance, suggesting improvements or adjustments as needed to enhance usability and efficiency.
- Ensure compliance with privacy regulations (e.g., FERPA) and that all actions adhere to local, state, and federal regulations.
- Communicate with other schools to handle transcript requests and transfers.
- Support departments in creating and maintaining dashboards to track key data (Academic, HR, Finance, Development, Admissions).
- Train and support users of the EBI databases, ensuring accurate data capture and consistent information across all modules. Stay current on database updates and enhancements, guiding staff in the effective use of functionality.
- Serve as the liaison for FACTS, supporting the student information system and the enrollment process.
- Oversee the enrollment process, including the collection of forms and contracts for current and prospective students.
- Serve as the liaison for Ravenna, managing application paperwork and teacher evaluations for prospective students.
- Maintain an organized filing system for prospective student information and assist with admissions events and screenings.

What We're Looking For in Our School Registrar and Database Coordinator:

- **A Passion for Organization:** You thrive in an organized environment, managing multiple tasks and projects at once while keeping everything running smoothly. You're detail-oriented and can easily prioritize to meet deadlines without missing a beat.
- **A True Team Player:** You enjoy collaborating with others and bring a cooperative spirit to everything you do. You handle confidential information with the utmost professionalism and respect.
- **A Desire to Help:** With excellent interpersonal skills, you show patience, discretion, and good judgment when interacting with others. Your customer service skills shine whether you're helping in person or over the phone.
- **Database & Tech-Savvy:** You have a solid understanding of database systems (including student record software, and donation platforms). You are skilled in supporting data workflows, ensuring the accuracy of information, and helping to maintain efficient systems.
- **Outstanding Communication Skills:** You're a clear communicator, both in writing and verbally, ensuring messages are received accurately and professionally.
- **Analytical and Problem-Solving Skills:** You have a knack for identifying issues and helping to improve processes to make things run smoothly.

REQUIREMENTS:

- Bachelor's degree or equivalent experience preferred, with 2-3 years of administrative and database coordination experience.
- Proficient in database coordination, including experience with FileMaker, student record systems, and donation software (e.g., DonorPerfect).
- Experience with FACTS SIS, Ravenna, Constant Contact, ParentSquare, and other relevant school management platforms is a plus.
- Demonstrated ability to assist with data flows, support system integrations, and help with reporting and analysis.
- Flexibility to work occasional evenings and weekends.
- Spanish-speaking skills are highly preferred.

SALARY

The Registrar and Database Coordinator is a full-time, hybrid position (two days in office/three days offsite). Remote work can begin after completion of a 90 day probationary period. EBI uses a salary scale that is based on education and years of experience and ranges from \$35 to \$40 per hour.

BENEFITS

- Health Insurance (Including acupuncture and chiropractic care)
- Dental and Vision Coverage
- Life Insurance Plan
- Long-term Disability Insurance
- Retirement plan with up to 4% 403B match and 2% additional annual match
- 9 sick days per year, 2 personal days, and 25 vacation days per year

[APPLY HERE](#)

If you're detail-oriented, tech-savvy, and passionate about supporting school operations, we want to hear from you! To be considered for the position, please upload your **resume and a cover letter** to our applicant portal. We look forward to receiving your application materials!

EBI is an Equal Opportunity Employer dedicated to fostering a diverse and inclusive workplace. We warmly welcome applicants from all backgrounds, identities, and experiences. We

encourage all qualified individuals, regardless of race, ethnicity, gender, sexual orientation, disability, or any other characteristic, to apply.