



Admission Officer Job Description

Job Title: Registrar

Reports To: Principal

School Year: 2025-2026

Job Overview: The Admission Officer at TPA, a private, not-for-profit K-8 institution, is responsible for managing and overseeing all aspects of student admissions, records, and enrollment processes as well as compliance with state reporting. This role ensures accuracy, confidentiality, and compliance of student information, supports enrollment and retention strategies, and collaborates with various departments to enhance student services.

Key Responsibilities:

Admissions and Enrollment accuracy:

- Oversee the entire student admission process, from initial inquiry to enrollment.
- Coordinate and conduct school tours, open houses, and informational sessions for prospective families.
- Collaborate with administration to develop and implement strategies for achieving enrollment targets.
- Preserve fair and consistent enrollment practices that abide by school policies and procedures.
- Evaluate and process student applications, ensuring all required documentation is complete and accurate.
- Coordinate scheduling of admissions exams with academic team as appropriate.
- Communicate admission decisions to families in a timely and professional manner.
- Manage waitlists and coordinate enrollment offers as space becomes available.
- Facilitate and communicate withdrawals in a timely manner to administration and faculty.
- Conduct annual reenrollment process according to established timeline.

Student Records Management:

- Maintain accurate and up-to-date student records, including contact and health information, within the student information systems (TADs and Educate).
- Ensure compliance with legal and institutional policies regarding student records, including FERPA regulations.
- Process requests for transcripts, enrollment verifications, and other student-related documents. Collaborate with API to enter individual student schedules.
- Regularly audit SIS systems to identify and address potential discrepancies.

Health and Immunization Records:

- Ensure compliance with Florida's school entry health examination requirements (ss. 1002.42(5) and 1003.22(1) and (2), F.S.) maintaining Department of Health Form DH 3040.
- Maintain and verify immunization records for all students, ensuring compliance with Florida law (ss. 1002.42(6) and 1003.22(3)-(11), F.S.)
- Manage Florida Certification of Immunization forms (Health Form DH 680) and submit the Immunization Annual Report of Compliance (Department of Health Form DH 684). for kindergarten and 7th-grade students.



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Data Reporting and Compliance:

- Complete and submit the Annual Private School Survey as required by Florida state law (s. 1002.42(2)(b), F.S.).
- Generate and submit enrollment and compliance reports for accreditation, audits, and regulatory reviews.
- Stay updated on Florida Department of Education and Department of Health policies affecting private schools.
- Prepare and submit enrollment and demographic reports to school leadership and external agencies as required.
- Ensure compliance with state and federal regulations related to student enrollment and record-keeping.
- Assist with accreditation processes by providing necessary documentation and reports.

Communication and Customer Service:

- Serve as a liaison between the school and prospective families, providing information and assistance throughout the admission process.
- Serve as the primary point of contact for families regarding enrollment, attendance, and health record requirements.
- Provide clear information on Florida's immunization and attendance laws to parents and guardians.
- Collaborate with faculty and staff to support student admission, retention, and success initiatives.
- Communicate effectively with parents, students, and staff regarding admission procedures, deadlines, and requirements.

Technology and Systems Management

- Utilize and manage student information systems to maintain accurate records and generate reports.
- Train staff on the use of enrollment and record-keeping systems as needed.
- Stay updated on technological advancements to improve enrollment and record management processes.

Qualifications:

- Bachelor's degree in education administration, business administration, or a related field.
- Minimum of three years of experience in student admissions, records management, or a related administrative role, preferably in an educational setting.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in student information systems and Microsoft Office Suite.
- Attention to detail and a high degree of accuracy in record-keeping.
- Ability to handle sensitive information with confidentiality and integrity.
- Knowledge of state and federal regulations related to student records and admissions.

Knowledge:

- In-depth understanding of Florida laws regarding private school attendance, student records, health examinations, and immunization requirements.
- Knowledge of best practices for maintaining, updating, and securing student records in compliance with FERPA and state regulations.



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- Familiarity with private school admissions processes, including application evaluation, enrollment contracts, and re-enrollment procedures.
- Ability to generate and submit required reports, including the Annual Private School Survey and immunization compliance reports.
- Proficiency in student information management systems (e.g., Educate, FACTS, PowerSchool, Blackbaud) for record-keeping and reporting.
- Understanding of school health documentation requirements, including Florida Department of Health Forms DH 3040 and DH 680.

Skills:

- Ability to accurately maintain student records, ensuring all documentation is complete and meets compliance standards.
- Capable of handling multiple responsibilities, managing deadlines, and maintaining orderly records.
- Ability to effectively communicate with parents, faculty, administrators, and state agencies regarding admissions, enrollment, and compliance.
- Capable of identifying issues in admissions and compliance processes and implementing effective solutions.
- Skilled in using Microsoft Office Suite (Excel, Word, Outlook) and database systems for record-keeping and reporting.
- Ability to compile and analyze enrollment and compliance data to support school leadership decisions.
- Maintains strict confidentiality regarding student and family information while ensuring compliance with legal and school policies.

Abilities:

- Ability to manage tasks autonomously while working closely with school leadership, faculty, and administrative staff.
- Ability to adjust to changing policies, school needs, and enrollment trends.
- Ability to handle sensitive situations, such as admissions decisions or compliance issues, with diplomacy and professionalism.
- Ability to read, understand, and implement state and federal education regulations effectively.

Physical Requirements

- Ability to move around the school campus, including walking, standing, and occasionally climbing stairs.
- Capability to lift and carry materials, such as student files and promotional materials, typically up to 20 pounds.
- Extended periods of sitting at a desk or computer workstation.
- Proficiency in using office equipment, including computers, phones, and copiers.
- Visual and Auditory Requirements: Adequate vision and hearing to perform tasks such as reading documents, using a computer, and communicating with students, parents, and staff.



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- Communication: Strong verbal communication skills to interact effectively with students, parents, and colleagues.

Qualifications:

- Bachelor's degree in Education, Administration, or a related field (preferred).
- Experience working in student records management, admissions, or school administration.
- Familiarity with student information systems (SIS) and other data management platforms.
- Strong organizational skills and attention to detail with a focus on accuracy.
- Ability to handle sensitive and confidential student information in compliance with privacy laws (e.g., FERPA).
- Strong data analysis skills, with the ability to generate, interpret, and present reports for decision-making purposes.
- Excellent communication skills, both written and verbal, with the ability to interact professionally with students, parents, staff, and external organizations.
- Ability to multitask and prioritize effectively in a fast-paced environment.
- Knowledge of K-12 educational practices and regulations is preferred.
- Strong proficiency in Microsoft Office Suite, especially Excel for report generation and data analysis.
- Previous experience working in a K-12 educational setting is preferred.

Working Conditions: The position operates in an office environment within the school. Occasional evening or weekend hours may be required during peak admission periods or special events.

Equal Employment Opportunity

TPA is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all qualified individuals, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. We ensure that all employment decisions are made without discrimination. For additional information regarding your rights as an applicant, please refer to the U.S. Equal Employment Opportunity Commission poster.

Conviction History Background Check

This position requires fingerprinting and a background check due to the nature of the responsibilities. TPA is an equal opportunity employer and considers applicants with conviction histories. We review all background information within the context of the job requirements. Employment may be contingent upon the successful completion of the background check.

Misconduct Disclosure Requirement

As part of the employment process, the final candidate who accepts a conditional offer of employment will be required to disclose any final administrative or judicial decisions within the past seven years that found them responsible for misconduct. Additionally, candidates must disclose if they have received notice of allegations or are currently under investigation in any



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administrative or disciplinary proceedings involving misconduct, or if they left a previous position while under investigation or after receiving notice of such allegations.

"Misconduct" is defined as any violation of workplace policies or laws, including but not limited to sexual harassment, sexual assault, other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the applicant's previous employer. For reference, our institution adheres to policies that address these behaviors.

Job Description Disclaimer:

This job description is intended to provide a general overview of the responsibilities and qualifications for the Admission Officer role. It is not an exhaustive list of all duties and may change at any time, with or without notice.