

Waldorf School | Orange County

Registrar



"Our highest endeavor must be to develop free human beings, who are able, of themselves, to impart purpose and direction to their lives."

Rudolf Steiner
Founder of Waldorf Education



Go, Wildcats!

Waldorf Education

Waldorf Education is based on educator and philosopher Rudolf Steiner's (1861-1925) research on child development. The Waldorf approach recognizes the simple but profound insight that children learn in distinctly different ways at different stages of their development. Waldorf teachers are dedicated to teaching in ways that profoundly meet the needs of the developing human being, and the curriculum fosters an unfolding of the student's natural capacities. In classrooms filled with light and life, Waldorf students learn traditional academic subjects through distinctive and time-tested teaching methods that serve their intellectual, physical, emotional, and spiritual development. Engaging the hands, heart, and mind cultivates an inner enthusiasm for learning.

Waldorf Education speaks to the body, heart, and soul, as well as the mind. The academically challenging curriculum is balanced by a program rich in music, drama, fine and applied arts, movement and practical skills. Grounded in the classics, academic courses expose students to the great ideas of mankind, the events that shaped civilizations, the beauty of mathematics, the power of the arts, and the wonder of the natural world. Every student participates in all subjects. The scientist experiences the joy of creating music. The musician explores the physical and natural laws of the sciences. The artist discovers the practical aspects of calculus. Rather than turning out specialists at the age of eighteen, the school graduates well-rounded and capable students who are confident in their ability to learn from the world, and to contribute to the world.

WSOC Community

With over 35 years of educational success as a College led school, the Waldorf School Orange County has been helping families raise well-balanced and multifaceted young people since its founding in 1988. With classes from Parent-Child through Grade 12, our school enrolls 350 students representing a diversity of our local community. Located in Costa Mesa, California, our school borders Talbert Nature Preserve and honors the native people of this land, the Acjachemen Nation. Located three miles from the beach, our school is surrounded by open space and hiking trails on the Fairview Park bluffs. Our faculty and staff of over 70 employees are committed to fostering the school's mission and are active participants in supporting its vision for the future.

Our Mission

WSOC offers a curriculum that meets the students' age-related capacities and fosters in each student a genuine interest in the world, an intellectual curiosity, a connection to the human spirit, and a sense of purpose in life.

"Being personally acquainted with a number of Waldorf students, I can say that they come closer to realizing their own potential than practically anyone I know."

Joseph Weizenbaum, Professor Emeritus,
Massachusetts Institute of Technology



The Job Opportunity

The **Registrar** is responsible for developing, documenting, and conducting procedures necessary to ensure that the enrollment, registration, and ongoing documentation of students' files from Early Years through grade 12 are efficient, accurate, and up to date. The Registrar maintains all Title 22 and SEVIS student filing requirements. Manages distribution of Grade Reports for Grades 1-8.

This is a part-time position.

Essential Functions: *This list is meant to be representative, not exhaustive.*

- Set up and organize online enrollment and registration with the Business Office in TADS.
- After registration is complete, transfer and move up all existing students into the next grade from TADS to Ravenna.
- Provide preliminary rosters to teachers after enrollment
- Provide any updates and changes for parent, student, or emergency information to the administrative assistant.
- Maintain ParentSquare Rosters (manage data entry and sync from Ravenna)
- Create new student files and ensure existing student files are complete and current, including all emergency contact information, immunization information, SEVIS and Title 22 requirements.
- Prepare and submit annual immunization reporting with the state
- Create, update, and maintain Early Years rosters.
- Provide student transcripts, in a timely manner, as requested. Maintain Alumni student records.
- Mid and year-end reports organization, distribution, and management.
- Attend administration meetings.
- Ravenna Administrator
- Assist with coordination and implementation of admissions events as needed (open houses, tours, orientation meetings)

Required Education and Experience

This position requires a familiarity and understanding of Waldorf Education and the principles on which it is based. Outstanding verbal and written communication skills are essential, as is the ability to organize and multi-task. This person must be detail-oriented as much of the work requires careful data entry. The ability to maintain confidentiality is a must. Must be proficient in Microsoft Word, Excel, and have a solid foundation of computer proficiency. AA degree or equivalent preferred. This position requires someone who is able to take direction with a strong spirit of teamwork.

General Agreements

- Supports the Mission and Objectives of WSOC.
- Understands and adheres to the need for confidentiality.
- Does not gossip or share information about others or participate in spreading rumors at any time.
- While at work, does not engage in personal conversations or other sensitive business activities in the presence of school families.
- Completes assignments with a positive attitude, following accepted procedures and practices even when workloads and demands are high.
- Demonstrates a clear ability to work with others to achieve a common goal.
- Presents a professional appearance in dress and grooming.
- Adheres to the attendance policy.

Physical Demands and Work Environment:

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for long periods. The employee must frequently reach with hands and arms. The employee occasionally is required to use their hands to handle or feel items. In addition, s/he must be able to talk and hear, stand and walk; and bend/stoop/twist/squat/kneel. The employee will be required to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both outdoors and indoors. Occasionally, s/he will work near visual displays. The noise level in the work environment is moderately noisy with constant foot traffic near the workstation.

Employee will work 20-29 hours per week and evenings and weekends as needed/requested, year-round with reduced summer hours. There is no pay for 6 weeks out of the year for school breaks as listed in the annual school calendar.

Diversity, Equity and Inclusion

The Waldorf School Orange County promotes respect for all students, employees and applicants, and prohibits discrimination based on race, color, ethnic or national origin, religion, creed, sex, gender, gender identity or expression, sexual orientation, age, disability, predisposing genetic characteristics, pregnancy, familial or marital status, military status, or any other category which is protected by applicable federal, state or local law.

Conditions of Employment

- First Aid and CPR Training
- Live Scan
- TB Test

How to Apply

To receive full consideration, candidates must submit a letter of interest, a current CV and a list of three references (to be contacted with permission). All materials will be kept confidential.

To apply, please send required documents to:
employment@waldorfschool.com
Waldorf School Orange County
2350 Canyon Drive, Costa Mesa, CA 92627
(949) 574-7775

Salary Range

\$24.23 to \$32.49 per hour based on experience and education.



Our School Vision

WSOC has the vision of a world where the sanctity of childhood is protected; the unique gifts of every student are respected; and graduates courageously embrace the future as engaged global citizens.

Waldorf School Orange County is an Equal Opportunity Employer

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*



WALDORF SCHOOL
ORANGE COUNTY

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2350 Canyon Drive, Costa Mesa, CA 92627
949-574-7775

www.waldorfschool.com