



## MONTCLAIR KIMBERLEY ACADEMY

### **Middle School Scheduler/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 Middle School Scheduler/Registrar beginning immediately.

The primary functions of the Scheduler/Registrar are to create and maintain the Middle School schedule for students and teachers, and to maintain and advance the function of the academic database and student records

Responsibilities include, but are not limited to:

- Working with faculty leaders and administrators to create and maintain student and faculty schedules;
- Maintaining each student's permanent record file
- Monitoring and maintaining accurate daily student attendance (including messages from home);
- Preparing and generating special schedules, as needed;
- Generating report cards and comments during all reporting periods;
- Generating reports for teacher use and administrative review.

Candidates should possess outstanding interpersonal, communication, computer, 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. A more detailed job description is available upon request.

Please email a letter of interest, résumé, two letters of recommendation, and the names of three references (who can comment on your work in the field) to:

Randy Kleinman, Ed.D., Head of Middle School  
Montclair Kimberley Academy  
[rkleinman@mka.org](mailto:rkleinman@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.*