



Registrar

Summerfield Waldorf School and Farm is seeking an experienced Registrar to join our administration team for the 2026–27 School year. The Registrar is responsible for maintaining student records, transcripts and grades; for registering families and their students and for initiating and implementing the admissions/withdrawal processes for the school. The ideal candidate must have three years of experience, enjoy working as part of a team and with students. This is a year-round full-time exempt position; Monday–Friday.

Responsibilities include, but are not limited to:

- Please click here to view the [Registrar Job Description](#)

Qualifications:

- Bachelor's degree
- Strong administrative skills, ideally in an academic setting
- Strong organizational and communication skills
- The ability to manage multiple tasks, deadlines, and complex processes.
- Proficiency in student information systems (specifically Veracross) and database management
- Knowledgeable of academic policies, regulations governing student records, and accreditation standards.

Compensation and Benefits: The salary range is \$62,400 - \$78,000, depending on experience. We offer an excellent benefits package including medical and dental coverage, long-term disability insurance, a 401(k) retirement plan, 90% tuition remission for qualified students.

Physical Requirements:

- Sit for extended periods of time;
- Enter data into a computer terminal and operate standard office equipment for extended periods of time;
- Read a computer screen and printed matter with or without vision aids;
- Speak at normal levels so that others may understand, in person and on the telephone;
- Hear and understand at normal levels, in person and on the telephone, with or without hearing aids;
- Stand and walk on hard and uneven surfaces for extended periods of time and lengths;
- Squat, stoop and/or bend over;
- Reach overhead, grasp, push/pull up to 35 pounds for short distances;
- Lift and carry up to 45 lbs. at waist height for short distances

To Apply

Please email your letter of intention and resume to Janet Anguiano, HR Manager, at janet.anguiano@summerfieldwaldorf.org. Please also include three professional references with phone numbers.