



Class Registrar Responsibilities

The Class Registrar at Naked Apple Tribe should be a person who is humble (emphasizes team over self and is quick to point the contributions of others), hungry (self-motivated, diligent, and prioritizes the organization's needs), smart (good judgment around diverse people groups, socially appropriate, and aware of the impact of their words and actions).

Qualifications:

- Excellent communication skills and ability to engage effectively with families
- Self-motivation, diligence, and a strong sense of responsibility towards organizational objectives.
- Sound judgment and ability to navigate diverse situations.
- Detail-oriented with strong organizational skills.
- Collaborative mindset and ability to work closely with the director and other team members.

Responsibilities:

Class Matrix Setup:

- Collaborate closely with the director to establish the class matrix each year.
- Add classes and comprehensive descriptions to the class matrix.
- Incorporate any additional STEAM fees into class listings.

Enrollment Management:

- Manage class capacities and student enrollment numbers.

Family Communication:

- Field inquiries and messages regarding class selections from families.
- Be available from June 1st through the 6th to facilitate smooth class selection processes.
- Assist families with any issues or questions arising during class selection.

Class Placement:

- Process class override forms, evaluating whether students can be placed in classes outside their registration age.
- Assess class requests and determine which classes can accommodate additional students or students from other grades.
- Communicate with parents regarding their student's placement in desired classes.

Class Changes:

- Manage class changes during the first two weeks of co-op.
- Coordinate with the treasurer to update class budgets accurately based on student movements between classes.

The Class Registrar plays a critical role in managing class enrollment, facilitating smooth class selection processes, and ensuring effective communication with families.