

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE: K-12 Registrar**

OPEN: April 28, 2026

EXEMPT: No

SALARY: Education Salary Scale

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full-Time

CLOSES: May 12, 2026

JOB CODE:

DIVISION: Education

DEPARTMENT: Administration

SUPERVISOR: Lead Principal

VACANCIES: 1

JOB SUMMARY: The Lummi Nation School Registrar is responsible for the registration of students K-12; maintenance and extraction of student record information pertinent to student records from student information computer systems. Assist students, parents, staff, community, and/or outside agencies or vendors with the registration process in order to meet LNS needs. Perform a wide range of office duties necessary for school operations.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Greet and assist all students, teachers, staff and visitors in a courteous manner that is conducive to a positive school climate.
2. Coordinate and assist new/returning students and parents with enrollment process and requirements of LNS in accordance with Local, State and Federal requirements.
3. Responsible for maintenance of highly confidential and sensitive student records & information.
4. Maintain, retrieve, collect and process student records and transcripts for all students. (Including, but not limited to: running start, transfers and summer school).
5. Collaborate with LNS Academic counselors regarding new student enrollments, transfer in grades/transcripts, report cards and student record keeping.
6. Collaborate with LNS Attendance Monitor regarding attendance as it pertains to enrollment.
7. Adhere to strict confidentiality policy as it pertains to maintenance of student record keeping in accordance with rules and regulations of such.
8. Responsible for creating, maintaining and retrieving student files and documents pertinent to student records and relevant to local, state and federal regulations and funding criteria.
9. Prepare and process various documents, correspondence, and/or reports relevant to LNS operations staff, students, parents, and/or community.
10. Responsible for maintenance and data entry of information relating to student records into LNS student information systems in accordance with local, state and federal regulations.
11. Assist with local, state and federal audits relevant to maintenance of student records, state and federal student information systems and funding regulations.
12. Responsible for monthly monitoring and preparation of monthly reports pertinent to student enrollment utilizing state and federal information systems.
13. Responsible for notifying appropriate staff of student custody or court ordered situations within the building as it pertains to student safety (including custody arrangements, restraining and protection orders).

14. Archive and retrieve student files both internally and with LIBC Records & Archives department as needed.
15. Coordinate, track and assist teachers with grade posting in student data systems at term end.
16. Retrieve and send student records and information from and to other school districts as well as outside entities in accordance with local, state, and federal regulations.
17. Arrange and plan events for student registration within the community.
18. Collaborate with administrative staff as necessary regarding LNS policy and procedures; in addition, cover for LNS support staff as needed.
19. Attend training relevant to job duties and responsibilities.
20. Ability and willingness to cross-train with other administrative support staff to gain professional knowledge and expertise in each support staff's specific area.
21. Ability and willingness to cover and perform duties of other LNS support staff when needed.
22. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate of Arts (AA) degree in Business Administration, Management, Direct Transfer, or a related field; *or* willingness to obtain one of these degrees, with substantial progress toward completion within the first 90 days of employment; *or* a minimum of two (2) years of experience in an administrative or office management role
- 5 years of experience working in an educational setting; *preferred*.
- Three (3) years of experience working with LNS student information systems WESPAC and NASIS; *preferred*
- Three (3) years of experience working in accordance with educational constituents such as: WA State/OSPI, Ferndale School District, Bureau of Indian Education and LIBC policies, procedures, and regulatory practices; *preferred*.
- Three (3) years of experience with data analysis and interpretation; *preferred*.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Required typing with speed accuracy (60WPM).
- Lummi/Native Veteran Policy Applies
- Ability to handle confidential matters and information in a professional manner.
- Ability to prioritize despite interruptions using a high degree of flexibility.
- Ability to maintain high standards of professionalism, organizational and verbal/written communication skills.
- Ability to establish cooperative working relationships with staff build and maintain relationships with various departments to enhance the completion of assigned tasks.
- Ability to organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks.
- Ability and willingness to upgrade skills to maintain the highest level of efficiency and high Demonstrate ability of filing skills and record keeping of confidential student records.
- Must keep accurate and complete records for reporting purposes.
- Must have ability to multi-task in a fast pace working environment. • Must be able to work independently and as a team member
- Interpret and apply rules and regulations.
- Must be able to adhere to struck attendance expectations of the Lummi Nation School.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Experience working within the Lummi Community with high-risk youth and families in supplying community support services/referrals; *preferred*
- Complete or attend training in First Aid, CPR and Mandatory reporting.
- Legally eligible to work in the United States.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Regular Full-Time – 12 Month School Year (Classified Position)
- Salary depends on qualifications.
- 90 Day Probationary Evaluation Period Applies.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.