Lummi Early Learning Program
2645 Kwina Road Bellingham, WA 98226
Teen Parent Child Development Program* Lummi Nation Child Development Center
Early Head Start* Head Start* ECEAP

JOB ANNOUNCEMENT
JOB TITLE: Registrar
Revised

OPEN: November 6, 2026
CLOSES: Until Filled
EXEMPT: Yes
JOB CODE: 700
SALARY: Education Salary Scale
DIVISION: Education
SHIFT: Days, hours assigned
DEPARTMENT: Early Learning Program
LOCATION: ELP Center
SUPERVISOR: ELP Director
DURATION: 12 Month Full-Time
VACANCIES: 1

JOB SUMMARY: Under the supervision of the Early Learning Director, the Registrar, plans, develop and implement Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) content area according to Early Learning Programs standards. Establish and maintain effective record keeping systems. Participate as a team member with center staff. Participate in community networking.

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

1. Supervise Enrollment & Attendance Specialist and Parent Outreach staff and ensure cross training assign amongst staff when delegation is needed.
2. Plans, organizes, performs, directs, and assesses all work related to maintaining outreach activities throughout the year. Assist parents/guardians in the enrollment process. Encourage and plan for parent participation in their child's education.
3. Maintain enrollment levels for all of Early Learning Programs
4. The ability to take initiative, think critically, anticipate needs, and problem-solve while demonstrating interest is vital to the well-being of the organization.
5. Evaluate, design, and monitor systems to process enrollment applications, including determination of eligibility and selection criteria. Confirm eligibility for new and participating families.
6. Provide information, referral and coordinating efforts to link staff and families with appropriate childcare resources.
7. Oversee processing applications for accuracy and timeliness.
8. Prepare and distribute timely reports and tracking regarding ERSEA monthly.
9. Maintain systems, database, files, etc. ensuring security of data.
10. Provided the Early Learning Director with monthly enrollment numbers, waitlist, and maintain all necessary programs data and compliance reports.
11. Recruitment: Organizes and conducts ongoing recruitment to ensure full enrolment in ECEAP, Head Start, and Early Head Start. Collaborate with other staff to ensure children most at risk have priority enrollment.
12. Data Entry: Maintain timely and accurate data in Child Plus and ELMS databases.
13. Enrollment: Organize and conduct enrollment activities, interview parents to determine program eligibility, verify income and obtain necessary parent permission for program activities.
14. Conduct regular parent policy meeting and must prepare all necessary documents that is required for the meeting.
15. Additional duties associated with safety protocols deemed necessary by Lummi Indian Business Council, Lummi Public Health, Lummi Early Learning and Education Departments.
16. Must be in delegation for all other management when assigned
17. Must cover and perform duties of other ELP support staff when needs and directed.

18. Collaborate with all other ELP managers on a weekly basis, and responsible to be next in delegation when needed.
19. Maintain good working relationships with staff and maintains open lines of communication with employees, organizations, parents and community members, act as a liaison between the school and community.
20. Responsible to process all Education Human Resource paperwork/processes such as PAF, PRF, job evaluations, interviews, employee relations matter in accordance with Education Human Resource Division
21. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's or higher in ECE or related degree
- 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:

- Ability to work with families from a variety of backgrounds, developmental and physical abilities.
- Strong problem solving and organizational skills with the ability to work with minimal supervision.
- Ability to be culturally sensitive with the Lummi Nation Community.
- Demonstrate evidence of strong communication skills (verbal, written, and electronic formats) and ability to work as part of a team with colleagues, parents, and children.
- Ability to work as a team member and be an open and positive employee.

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 successful and extensive criminal background check, CAMIS background check
- Must pass a Washington State Department of Child Youth and Families Background Check.
- Must obtain First Aid/CPR, and Blood Borne Pathogen training.
- Must obtain Food Handler's Permit.
- Must be able to lift 40lbs. unassisted and have physical stamina.
- Must have a negative TB skin test/x-ray.
- Must have MMR immunizations upon hire.
- Follow all suspected Child Abuse and Neglect reporting policies and procedures.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- 12-month Full-Time Classified Employee
- 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.