



School Registrar

Thrive with Autism / Thrive Center for Success

Position location: Greater Houston region (Magnolia / The Woodlands, Texas)

The Organization

Thrive with Autism plans an innovative, groundbreaking public school to dramatically improve education for children on the autism spectrum. Founded in 2019, Thrive recently earned the support of SBOE and TEA to open the first independent charter school in the state of Texas dedicated to serving a special-needs population. Thrive's mission and vision have brought hope to families who desperately want better educational options for their children on the autism spectrum. Thrive plans to open its founding campus near Magnolia, Texas in Fall 2022 serving 108 students Kindergarten through 5th grade, adding a grade level each year to eventually serve up to 12th grade. Thrive plans to open a second campus in central Houston in the near future. The school will be called the Thrive Center for Success. The school will use a research-based university model called Comprehensive Application of Behavior Analysis to Schooling (CABAS).

ROLE:

Must be an positive personality who loves children with a passion and drive to improve our school. Help create a welcoming environment for faculty, parents, and students within a front desk office environment. The school registrar reports to the Founding Principal.

RESPONSIBILITIES:

- Learn daily routines, resources, and practices.
 - Assist with drills and emergency procedures.
 - Support school safety and security.
- Build rapport with faculty, parents, and students.
 - Be knowledgeable of basic school operations and procedures to answer parent and faculty questions.
- Continue to develop knowledge and skills through professional development as needed.

- Communicate reported concerns or issues to principal and other staff, as appropriate.
- Learn to use and apply the use of information technology to maintain school records and communication.
- Meets professional obligations through efficient work habits such as meeting schedules and honoring deadlines.
- Other duties as assigned.

QUALIFICATIONS/CRITERIA:

- Excellent organizational skills with at least one year administrative/clerical experience.
- Strong computer operation skills and ability to learn new technology quickly.
- Strong oral and written communication skills.
- Bachelor's degree a plus.
- Fluency in Spanish a plus.
- Experience in schools, working with children with autism, and Applied Behavior Analysis a plus.

PERFORMANCE EXPECTATIONS:

Evaluation procedures to be determined.

Application and start date

Interested candidates should submit a cover letter and resume to hire@thrivewithautism.org including a list of five professional references (to be contacted at a later time). Please include in your letter information detailing your interest in the position and how your experience will advance the mission of Thrive With Autism.

Target start date is as early as June 1st, 2022 but no later than July 11th, 2022.

Compensation shall be commensurate with experience and education.

We will contact those candidates who most closely match the requirements. We thank you in advance for your interest.

Diversity

Thrive with Autism is committed to creating a diverse, equitable and inclusive environment. All employment decisions are based on job requirements and individual qualifications without regard to race, color, religion, gender identity and/or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Thrive Center for Success' School Culture & Values

- Every Child Feels Valued
- Celebrate Uniqueness

- Inclusive, Safe Environment
- Welcoming/Nurturing/Positive Environment
- Educating one of us takes all of us
- A “We” Community - Team Oriented
- A “Yes” Community – Look for ways to make it possible. “Why Not”
- Do Whatever It Takes
- Open to Feedback/Constructive Criticism
- Transparency
- Live By Our Values - Servant Leadership