



School Systems & Data Manager / Registrar

Job Description

Tessellations is a modern, innovative PreK-8th non-profit school for gifted learners based in Cupertino, CA. Our mission is to provide challenging experiential education that recognizes and nurtures the individual strengths of gifted learners, empowering them to confidently express who they are, pursue a meaningful life, and advance an equitable and sustainable world. We are seeking a full-time **School Systems & Data Manager / Registrar** to oversee the administration, coordination, and effective use of Tessellations School's institutional data systems related to admissions, enrollment, development, and marketing/communications. The position starts in July 2026. Competitive salary and full benefits available.

At Tessellations, community is a core value. A strong community was instrumental in launching our school during the pandemic and has facilitated our rapid growth and success since then. Our team consists of passionate, qualified and dedicated staff from diverse backgrounds and includes a nationally renowned gifted expert. We believe that it is time to open a new chapter in 21st century gifted education by forging a model that fosters a cultural ecosystem within the school that promotes innovative thinking and intellectual risk taking. Moving on from an antiquated model born during the industrial revolution, we favor transferable skills over compliance and rote memorization, and collaboration over competition. We believe that assessments should function as guidance for depth and complexity of learning rather than for judgment or sorting.

Reports to: Chief of Advancement

Classification: Full-Time, Exempt

Work Location: Campus-Based

Position Summary

The School Systems & Data Manager / Registrar oversees the administration, coordination, and effective use of Tessellations School's institutional data systems. This role ensures that the school's databases, operational platforms, and reporting tools support the daily work of admissions, advancement, communications, and academic operations.

Rather than designing complex technical infrastructure, this position focuses on maintaining existing systems, coordinating integrations with vendors or IT partners, and ensuring that institutional data is accurate, accessible, and useful for decision-making.

The role also serves as the school's Registrar, maintaining student records and supporting key academic and enrollment documentation processes.

Working closely with leadership and multiple departments, the School Systems & Data Manager / Registrar helps ensure that the school's systems operate smoothly and that institutional data supports enrollment management, philanthropic engagement, and strategic planning.

Core Responsibilities

Institutional Systems Administration

Serve as the primary administrator and coordinator for the school's database systems, including admissions CRM platforms, Student Information Systems (SIS), advancement and fundraising databases, enrollment management platforms, and Institutional reporting dashboards.

Responsibilities include:

- Maintaining system integrity, security, and data accuracy
- Managing user permissions and access controls
- Coordinating system permissions, updates, and improvements with vendors and/or IT department
- Monitoring integrations between systems and making automated systems that detect data differences between systems and optionally, regularly auto-report to the responsible party to resolve so that reports come out accurately.
- Maintaining documentation, user guides, and system protocols
- Supporting staff with system usage and troubleshooting

Systems Coordination & Data Integration

Support coordination across the school's primary data systems so information flows accurately between departments. Responsibilities include:

- Coordinating data connections between admissions, enrollment, advancement, marketing, and financial systems
- Supporting integrations between SIS, CRM, finance systems, and website tools
- Working with external vendors or IT partners when system updates or integrations are required
- Monitoring automated workflows available within existing platforms
- Ensuring consistent data definitions and reporting standards across departments
- Building collaborative relationships with staff across departments to promote consistent data-entry practices and shared data standards

This work helps maintain a reliable institutional data environment while leveraging the capabilities of existing systems.

Institutional Reporting & Analytics

Develop and maintain reporting tools that support leadership decision-making across the school. Responsibilities include:

- Creating dashboards and reports for leadership and board reporting
- Tracking key institutional metrics such as enrollment trends, retention rates, admissions funnel performance, financial aid distribution, and fundraising participation and giving levels
- Producing weekly, monthly, and annual reports
- Supporting institutional data analysis for strategic planning initiatives

Admissions & Enrollment Data Systems

Support the systems and data processes that drive admissions and enrollment management. Responsibilities include:

- Maintaining admissions CRM pipelines and applicant records, ensuring accurate data flow from all sources — including website inquiries, admissions team entries, and automated transfers to other institutional systems.
- Supporting inquiry-to-enrollment tracking
- Producing admissions funnel reports and enrollment projections
- Monitoring yield, retention, and attrition trends
- Supporting onboarding and enrollment processes in collaboration with the admissions team

Enrollment Forecasting & Strategic Growth

Provide reporting and analysis that informs long-term enrollment planning. Responsibilities include:

- Analyzing historical enrollment and retention data
- Supporting the development of multi-year enrollment projections
- Monitoring yield, attrition, and retention trends
- Identifying patterns in inquiry sources, feeder schools, and demographics
- Supporting strategic planning related to enrollment growth and program development

Advancement & Donor Data Systems

Support the Advancement Office by maintaining reliable fundraising data systems.

Responsibilities include:

- Monitoring donor records and gift tracking systems for data discrepancies or translation errors. Data entry for donor and gift records remains outside the scope of this role.
- Supporting campaign and Annual Fund reporting

- Providing donor segmentation reports and engagement data as requested by the Advancement Team
- Supporting donor stewardship and campaign analytics
- Ensuring accurate reporting for fundraising initiatives
- Generating analytics reports on donor activity and campaign performance

Marketing & Communications Data Support

Provide data reporting that supports marketing outreach and communications efforts.

Responsibilities include:

- Tracking engagement data from marketing campaigns
- Monitoring website analytics and inquiry sources
- Supporting audience segmentation for communications and outreach lists
- Producing reports that help the Communications team evaluate outreach effectiveness

Campaign strategy, messaging, advertising planning, and digital marketing performance analysis remain within the Office of Communications & Marketing.

Website & Digital Systems Support

Coordinate the systems that connect the school's website, application systems, and institutional databases. This role's website scope is limited to forms, applications, and other data-capture tools; overall website management is handled by the Office of Communications & Marketing.

Responsibilities include:

- Maintaining inquiry and application forms
- Ensuring proper integration between website forms and institutional databases
- Supporting automated follow-up workflows
- Assisting with improvements to digital data capture processes

Process & Workflow Optimization

Improve operational efficiency by helping departments use systems effectively. Examples include admissions inquiry workflows, enrollment contract workflows, donor acknowledgment tracking, reporting dashboards and alerts, and marketing communication triggers.

Responsibilities include:

- Monitoring data completeness across departments and working with the appropriate managers when missing or outdated entries may affect reporting outcomes.
- Defining data-entry deadlines at key stages of institutional workflows, developed collaboratively with department heads, and communicating those timelines clearly to relevant staff.

The role focuses on leveraging capabilities within existing platforms rather than developing new technical systems.

Registrar & Student Records Management

Serve as the school's Registrar, maintaining official student records and academic documentation. Responsibilities include:

- Maintaining student academic records within the Student Information System (SIS)
- Managing enrollment documentation and student files
- Coordinating transcripts and records requests
- Supporting grade reporting and report card processes
- Maintaining enrollment status records and student demographic data
- Coordinating onboarding documentation for new students and withdrawals
- Entering and maintaining course details, class sections, teacher assignments, and class schedules in the SIS
- Maintaining accurate class rosters and making schedule adjustments as needed
- Managing appropriate access levels for staff members in the SIS
- Producing reports and rosters for use in 3rd party edu software
- Working with Division Directors to coordinate the scheduling of elective courses
- Producing alternative schedules for camping weeks and other special schedules
- Ensuring compliance with student records policies and privacy regulations

Cross-Department Data Coordination

Serve as a central resource for data coordination across multiple departments. Collaborate with Admissions, Advancement, and Communications & Marketing. Responsibilities include:

- Supporting consistent data practices across teams
- Standardizing reporting processes
- Ensuring shared understanding of key institutional metrics

Data Governance & Compliance

Support strong institutional data practices. Responsibilities include:

- Establishing data entry standards and protocols
- Training staff on database and system usage
- Monitoring compliance with privacy regulations and institutional policies
- Maintaining documentation for systems and reporting processes

Key Outcomes of the Role

The School Systems & Data Manager / Registrar ensures that:

- Institutional data is accurate, organized, and accessible
- Leadership receives clear reporting to guide strategic decisions
- Admissions, development, and marketing systems operate smoothly and consistently
- Student records and enrollment documentation are well-maintained
- Institutional systems support efficient operations across departments

Required Qualifications

- Bachelor's degree required in information systems, data management, business analytics, education administration, or a related field
- 3–5 years of experience working with:
 - a procedural language such as Python and SQL programming
 - data systems
 - databases or CRM platforms
 - student information systems
 - operational reporting systems
- Systems & data:
 - Experience administering or supporting database platforms such as CRM systems, student information systems, or fundraising databases
 - Comfort working with structured data, spreadsheets, dashboards, and reporting tools
 - Ability to maintain data accuracy and consistent data entry practices across teams
 - Experience managing user permissions and supporting system users, in coordination with written IT policies.
- Reporting & analytics:
 - 3+ years of experience generating reports and dashboards that support operational or leadership decision-making
 - Ability to interpret data trends and communicate insights clearly to non-technical stakeholders
- Process & workflow improvement
 - Interest in improving workflows through better use of existing systems and tools
 - Familiarity with automation features within CRM or database platforms is a plus
- Collaboration & Communication
 - Ability to work across departments and coordinate data practices between teams, such as admissions, advancement, and marketing
 - Strong organizational and documentation skills
- Technical Curiosity
 - Comfortable with learning and administering new systems and digital platforms
 - Understanding of responsible data management and privacy practices appropriate for schools

Preferred Qualifications

- Experience in a school, nonprofit, or mission-driven organization preferred.
- Experience with school systems such as Clarity, Ravenna, Blackbaud, Veracross, Finalsite
- Experience supporting:
 - advancement or fundraising databases
 - reporting dashboards or analytics platforms

- website forms or marketing analytics

Compensation

Salary range: \$80,000 - \$100,000

Benefits include medical, dental, vision, life, short-term disability, 401(k), flexible spending account, paid time off, holidays, and school breaks.

To Apply

Please submit a cover letter and resume to careers@tessellations.school. For more information about our school, visit <http://www.tessellations.school>.

Tessellations is an Equal Opportunity Employer — we do not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, sex, or reproductive health decision making.