



Prestonwood Christian Academy

Job Description

Position: **Registrar**
Status: **Salaried, Exempt**

Reports to: **US Guidance Director**
Schedule: **Full-time, 12 months**

Mission: To provide an academically challenging environment with a college preparatory curriculum centered on Biblical truths, for the purpose of developing students into leaders who recognize their God-given gifts and ultimately use their lives to serve Christ and their communities.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs.
- A strong clear Christian testimony.
- A mature, godly spirit.
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity.
- A spirit of dedication, commitment, flexibility, and responsiveness.
- The ability to listen and respond to counsel.

Overall Duties and Responsibilities:

- Responsible for configuring the software systems that record grades and attendance and produces report cards and transcripts for all school divisions for each academic year. Tasks: Post grades, process grade changes, calculate GPAs and produce report cards
- Responsible for creating and maintaining current and historical academic records for the student body in an accurate and confidential manner. Tasks: Maintain transcripts, verify applicability of and transcribe transfer credits, maintain alumni transcripts and post/publish transcripts to Naviance and NCAA
- Responsible for maintaining and configuring the software systems that manage the divisional teacher and student schedules for all school divisions for each academic year. Tasks: add/remove courses, create master schedule, update NCAA course listings
- Responsible for creating teacher and student schedules for the Upper School for each academic year. Tasks: gather and evaluate course requests, create student schedules, process schedule change requests, verify student schedules and final master schedule
- Provide insight into the feasibility of new course proposals and communicate regularly with the US Principal and Senior Director of Curriculum as it pertains to the master schedule
- Assists the College Counselor in testing, greeting college representatives, College Board services and counseling students in course selection and graduation requirements
- Annually coordinate student academic progress toward graduation (requirements) and certify final transcripts
- Provide academic reports for all school divisions/departments to support academic awards, testing data needs, failure reporting and credit recovery. Coordinate with Guidance Directors and US Principal and other US administration interventions
- Configure and maintain the Naviance database in support of the college application process, including uploading test score data and survey creation
- Assist in reviewing course schedule scenarios for US applicants requested by admissions
- Assist in creating course schedule scenarios for PCAplus applicants
- Maintain confidentiality of records of each student

- Maintain professional and technical knowledge by attending workshops; reviewing professional publications; establishing personal networks; participating in professional organizations
- Other duties as assigned by the Principal and Guidance Directors

Qualifications/Skills:

- College Degree preferred, not required
- Expertise with Blackbaud, Naviance and/or other academic records software.
- Strong skills in Excel, email and ability to learn new educational software programs
- Strict confidentiality
- Strong organizational skills and detail oriented
- Accuracy required
- Ability to multi-task
- Strong communication skills in coordination of activities with faculty, staff, students and parents
- Patience in working with a variety of people to service a variety of needs
- Strong team orientation

Physical, Mental and Environmental Requirements:

- Sedentary work environment with occasional lifting of up to 10 pounds
- Regularly sitting at the computer requiring repetitive finger motion and manual dexterity
- Good vision required (with correction) due to the need for focusing ability and close vision. Color discrimination, peripheral vision and depth perception are also important
- Frequent walking, speaking, hearing and distance vision
- Occasional standing, reaching or stretching, crouching or stooping
- Environment is primarily indoors in an office setting