

High School Registrar Job Description

Purpose of Position

The Registrar fulfills the mission of Des Moines Christian School students through the creation, maintenance, preservation, and transmission of student records, course related data, and schedules for high school students and alumni. This position serves as the primary point of contact for students, parents, teachers, staff, and other schools regarding access to high school and alumni student information and records.

Position:

- Full-time, 40 hours per week
- 10-month schedule annually, beginning August 1 and ending one week after the last day of school.
- Hourly, At-will employee

Reports To: High School Assistant Principal

Evaluated By: High School Assistant Principal

Direct Reports: None

Qualifications:

- High School diploma required.
- Bachelor's degree or related work experience preferred.
- Proficient with Microsoft Office, G- Suite, and databases.
- Professing believer in Jesus Christ as Lord and Savior, and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality
- Energized by details and accuracy.
- Enjoys working in databases and other computer applications.
- Utilizes critical thinking and problem-solving skills.
- Demonstrated ability to manage multiple projects and/or priorities.
- Demonstrates excellence in communication, writing, and customer service skills.
- Adapts communication style to suit different audiences.
- Demonstrated ability to work collaboratively with other departments

Responsibilities:

Managing and Maintaining Data in the Student Information System (SIS)

- Maintains high school student schedule, report cards, advisory lists and transcripts in the SIS.
- Collaborates with Academics Coordinator to solve and maintain all related issues with courses, schedules and master schedule.
- Assists faculty with grade book setup, and troubleshoots problems as they arise.

- Collects, records, maintains, and reports student data within student privacy guidelines (i.e., grades, transcripts, mid-terms, athletic eligibility, attendance, etc.); reports at-risk students to Administration.
- Publishes the master schedule document and updates Lion Campus to reflect any adjusted school day schedules.
- Inputs new student grades and courses.
- Inputs student schedule changes approved by counselors into SIS.
- Processes all transcript requests, and verifies alumni enrollment.
- Publishes end of term grades, report cards and transcripts.
- Manages and maintains outside class credits and ensures credits are added to the transcript.
- Partners with counselors to audit junior and senior transcripts and confirm graduation credits.
- Collaborates with faculty to maintain an updated course guide.
- Contact the SIS support department as needed.
- Submits student transcripts to the NCAA eligibility center, and troubleshoot problems as they arise.
- Creates cumulative file for new students and manages permanent files.
- Assists with attendance records and data collection.

Administrative Support to the High School Counseling Team

- Oversees data in college and career planning platform by uploading student and teacher information.
- Aids the dual credit enrollment process through submitting student information in a formalized report.
- Assists counseling team in event planning, such as the College and Career Fair, Senior Recognition Night and Graduation.
- Manages the resource page for parents in Lion Campus for all counseling college and career information.
- Supports counseling staff for meetings with student/parent meetings by printing materials and putting together folders.
- All other duties as assigned.

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