



POSITION: Registrar

REPORTS TO: Admissions Director

SUMMARY: Responsible for creating and maintaining accurate physical and electronic student records according to the California State School Board standards. Communicating clearly, accurately and timely student information to parents, teachers, staff and other schools as required.

DUTIES AND RESPONSIBILITIES:

- Process student re-enrollment paperwork including: collection of fees & tuition, payment authorization forms, transcripts, immunization records and enrollment forms
- Process paperwork & transcripts for new and transferring-out students
- Setup and enroll students into classes and maintain the class rosters
- Process parent and other school requests for student records
- Complete and submit all state required reporting including immunization reporting
- Coordinate high school enrollment process (letters of recommendation and CUM file transfers) for graduating 8th graders
- Manage and coordinate the “Annual Jump Start” event for all incoming students
- Maintain accurate database, metrics on all aspects of admission and enrollment
- Update student records and manage communication to teachers and staff of student changes
- Provide student lists to various school organizations as requested

QUALIFICATIONS:

- Commitment to Christian living and ability to articulate a personal statement of faith
- Bachelor’s Degree or higher preferred
- Excellent written and verbal communication skills
- Knowledge of office management systems, databases and procedures
- Excellent organizational & time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills

TERMS OF EMPLOYMENT:

- 20 hours/ week
- Salary: TBD
- Benefits: standard benefit package, church holidays and vacation