

Crosspoint Christian School
Position Description

Job Title: Registrar

Department: Academic

Reports to: Head Administrator

Type of Position: Exempt/Salaried/Contract

Position Summary

This position has major responsibility for maintaining academic records, assuring accuracy of academic records, and academic advising to assure students are on track for graduation. The Registrar must be able to understand and apply established academic policies. The Registrar at Crosspoint Christian also has minor teaching responsibilities. This is a full-time, 10.5-month position.

General Job Qualifications

Physical ability to adhere to safety regulations. Willingness to adhere to Crosspoint Christian School policies.

Evaluation

Performance of this job will be evaluated at scheduled intervals during the 170-day probationary period and annually thereafter.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

Student Records:

- Process student records for incoming and outgoing students
- Maintain all student grades in FACTS
- Transcribe college credits to transcripts
- Evaluate transcripts for students transferring into CCS
- Upload transcripts, verify GPAs, etc. on several sites as needed for scholarships and college applications.

Scheduling:

- Initiate master schedule for review by administration
 - Communicate to all MS and HS the class schedule and elective choices once the master schedule is complete.
 - Meet with parents as requested to discuss schedule.
 - Coordinate dual credit and College Now registrations quarterly.
 - Communicate monthly or as needed with colleges (mainly KCC) for tracking grades, student issues, etc.
 - Enroll students quarterly in all classes in FACTS.
 - Assist students with schedule changes when needed
 - Set up class sections in FACTS for the academic year.
 - Collaborate with administrative team on master calendar.
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Alumni:

- Assist the Development Office in set up and maintenance of an alumni database
- Assist the Development Office with an alumni survey periodically to determine their status

Academic Advising:

- Advise students on schedule and class selection based on their goals
- Conduct an official review of transcripts no later than junior year for completion of graduation requirements
- Regularly monitor and advise students of progress toward graduation
- Coordinate Job Shadow and Work Study Programs

Senior Advisor:

- Teach the dual credit College Skills & Survival course
- Communicate information regarding college planning, scholarships, graduation, SAT/ACT testing, college athletics, etc. to seniors and parents
- Coordinate all graduation week events – Senior awards, graduation practice, graduation, graduation reception
- Coordinate orders for graduation announcements, cap and gown
- Assist and advise students with graduation ceremony
- Track number and value of scholarships received by seniors
- Track college acceptance; vocational acceptance; and military acceptance
- Coordinate Junior College Blitz Tour

Testing:

- Order and administer PSAT and SAT tests
- Schedule/proctor ASVAB testing
- Assist with MAPS testing

Dual Credit Program:

- Coordinate the Dual Credit and College Now program
- Assist faculty with certification to teach dual credit courses
- Maintain relationships with KCC, OIT, George Fox and other colleges

Academic Program Guide:

Maintain the academic program guide, update course descriptions, and curriculum requirements as outlined in policy.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Public Relations Competencies

Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and general public.

Interpersonal Skills Competencies

Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Communication Competencies

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork and Organizational Support Competencies

Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed; volunteers readily; asks for and offers help when needed; follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; prioritizes and plans work activities; attends scheduled staff meetings; uses time efficiently.

Faith and Ethics Competencies

Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values; promotes a harassment-free environment; regularly attends church; demonstrates Christ-like character; seeks out opportunities to minister to others.

Professionalism Competencies

Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; follows through on commitments; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Quality Competencies

Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security Competencies

Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality/Dependability

Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time; follows instructions, responds to management direction; takes responsibility for own actions; completes tasks on time or notifies appropriate person with an alternate plan.

PHYSICAL REQUIREMENTS OF JOB**Physical Demands and Work Environment**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				x	
11-20 lbs			x		
21-50 lbs		x			
51-75 lbs	x				
76-100 lbs	x				
>100 lbs	x				
Maximum amount lifted by worker without assistance: 30 lbs .					
CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs			x		
11-20 lbs		x			
21-50 lbs	x				
51-75 lbs	x				
76-100 lbs	x				
>100 lbs					
Maximum amount carried by worker without assistance: 20 lbs.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				x	
11-20 lbs				x	
21-50 lbs			x		
51-75 lbs		x			
76-100 lbs	x				
>100 lbs	x				

Maximum weight of object pushed/pulled by worker: 70 lbs .

Distance: 20 feet Type of Surface: level tile or vinyl

ENVIRONMENT (WORK CONDITIONS)

Works inside 95 % of time.	Works outside 5% of time.
Temperature Extremes: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Works on or around moving machinery or mechanical parts: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

OTHER PHYSICAL DEMANDS

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			x		
Twist			x		
Crouch/Squat			x		
Kneel			x		
Crawl			x		
Walk-level surface				x	
Walk-uneven surface			x		
Climb Steps				x	
Climb Ladder		x			
Work at Heights	x				
Reach at or above shoulder			x		
Reach below shoulder			x		
Use of Arms				x	
Use of Wrists				x	
Use of Hands				x	
Grasping/Squeezing			x		
Operate Foot controls		x			

ENDURANCE

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Sitting				x	
Standing				x	
Walking				x	
Change positions				x	

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.