

# Registrar

Central Minnesota Christian School

## JOB DESCRIPTION

As “Keeper of the Records”, the registrar maintains student records and course data, which can include helping students schedule or register for classes. They work closely with the School Counselor and academic advisors to ensure that students’ academic performance meets graduation requirements in order to reach our educational goals by verifying grades with teachers on time.

This position is expected to assist the school in achieving its vision and mission through proactive and excellent service to students, families, faculty and staff, administrative leaders, and the community. The Registrar must be the embodiment of the school’s values: **Better Together, Building Trust, Bridging the Gap, and Being Transformed**

## ESSENTIAL DUTIES

The Central Registrar plays a vital role in supporting students, teachers, and the overall administrative function of the school. This position requires flexibility, professionalism, and the ability to manage both academic and front office responsibilities. Duties vary from day to day and may include:

### Academic and Registrar Responsibilities

- **Assist** students, faculty, staff, and alumni with academic services related to academic policies and procedures, maintaining student records, course registration, transcripts, enrollment verifications, scheduling, and commencement services.
- **Plan and prepare** for registration cycles, accreditation processes, enrollment periods, and transcript requests.
- **Support** the Principal and School Counselor with academic programming and clerical needs.
- **Monitor** student academic progress to ensure timely graduation and compliance with academic requirements.
- **Serve** as the FACTS platform specialist, managing data entry and generating reports.
- **Coordinate** and manage key academic programs and events, including Work-Study, Winterim, Awards Day, and Central Showcase.
- **Oversee and maintain** accurate student record-keeping and ensure a smooth, efficient enrollment process.
- **Manage** daily attendance records, including entry, coding, and communication with families and staff.

### Front Office and Clerical Responsibilities

- **Serve** as the first point of contact for the school by answering phones, directing calls, and taking messages.
- **Greet and assist** guests, parents, and students in a friendly and professional manner.
- **Manage** incoming and outgoing mail, deliveries, and front desk correspondence.
- **Provide** general administrative support needs such as filing, copying, and scanning
- **Maintain** a welcoming and organized front office environment that reflects the mission and values of CMCS.

The Registrar is a key contributor to the smooth operation of both academic and administrative functions and is expected to exhibit confidentiality, attention to detail, and a commitment to Christian education.

## SKILLS AND QUALIFICATIONS

The Registrar role comes with a high degree of responsibility and confidentiality within the academic setting.

- **Technological Competency:** Leading specialist for the school management platform, FACTS. Familiar interfaces with Google classroom and the school website as well as academic testing sites (i.e. ACT), Plagiarism software, PSEO platforms, and online conference software such as Zoom or Google Meet.
- **Problem Solving:** Tenacity and creativity directed to help students and teammates find solutions.
- **Interpersonal:** Must be proactive in building a trusted rapport with students, teachers, and parents through participatory relationships with students that move them toward academic pathway completion.
- **Communication and Collaboration:** Must communicate clearly and collaborate with students, teachers, parents, and support staff on a regular basis toward the common vision of successful student engagement toward a vision of future opportunities.
- **Organization:** Accuracy, structure, and timeliness are core elements of the Registrar's responsibilities.
- **Project Management:** Oversee the planning and execution of the work-study program, Winterim, Awards Day, Commencement, and Central Showcase.