

## Job Description

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### Position Title: Registrar

**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. This position serves as the primary point of contact for students, parents, teachers, staff, and other schools in regards to accessing student information and records.

**Position:**

- Full-time, 40 hours per week
- 11 months
- Hourly, At-will employee

**Reports To:** High School Principal

**Evaluated By:** High School Principal

**Direct Reports:** None

**Qualifications:**

- High School diploma required.
- Bachelor's degree or related work experience preferred.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.
- Proficient with Microsoft Office, G- Suite, and databases.

**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.
- Manifests 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)**

- Serves as subject matter expert for the SIS.
- Maintains student schedule, report cards, and transcripts in the SIS.
- Collaborates with Database Manager 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 (FERPA) guidelines (i.e., grades, transcripts, mid-terms, athletic eligibility, attendance, etc.); reports at-risk students to Administration.
- Publishes the master schedule document.
- 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 update course guides.
- Contact the SIS support department as needed.
- Submits student transcripts to the NCAA eligibility center, and troubleshoot problems as they arise.
- Creates and maintains cumulative files.
- Assists with attendance as needed.
- All other duties as assigned.

*Revised 5/2021*