



## Registrar, Guidance Counselor for grades 7-12.

### **Position Summary**

The Registrar/Guidance Counselor manages the responsibilities surrounding grades, progress reports, school activities, attendance, FACTS Specialist, admissions hotline, and the front office.

### **Qualifications**

The Registrar/Guidance Counselor must be of strong Christian character and be a high school graduate. Two years of clerical work involving general office duties is required. Experience in a Christian high school is desirable.

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to sit for long periods.
- Require the ability to walk around campus and up/down stairs.
- Perform lifting, pushing and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job.

### **Responsibilities**

- Oversee enrollment process for new secondary students
- Operate as the “Admissions Hotline” answering questions for prospective and incoming students and families
- Answer telephone and direct calls as appropriate.
- Attend calendar and activities meetings as scheduled.
- Keep accurate school attendance records, distribute absent lists to classrooms each day.
- Supervise sign-out sheet and excuses for absences throughout the day. Call parents to verify reason for absences.
- Proof report cards – Transmit via FACTS to families and file hard copies at each report period.
- Make up honor roll each report period from master grade sheet and post. Also list grade check failing grades for principal.
- Make list of "incomplete grades" and follow-up to see that these are completed and recorded.
- Email progress reports.
- Filing -Keep student records up to date and in good order.
- Log and maintain academic records of enrolled secondary students.
- Operate as the “Admissions Hotline” answering questions for prospective and incoming students and families.
- Respond to transcript requests.
- Serve as FACTS specialist, assisting faculty and staff with FACTS support.
- Perform miscellaneous duties as assigned by the principal.
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### **Compensation and Benefits:**

\$17.50/hour, full-paid medical benefits, 50% off tuition. 11 month position.