



SAINT ANDREW'S SCHOOL

JOB DESCRIPTION

Position Title: Registrar

Status (FT-PT-Hourly): Full-Time

FLSA Classification: Exempt

Reports to: Dean of Studies

Date: April 2023

About Saint Andrew's School

Saint Andrew's School is an independent, co-educational school for grades PK-12, Saint Andrew's is both a day school and a boarding school, educating students from across the United States and throughout the world. As a college preparatory school in the Episcopal tradition, Saint Andrew's welcomes students of all faiths, customs, cultures, and beliefs. "Honor Above All," academic excellence and education in Mind, Body, and Spirit reflect Saint Andrew's experience. We are committed to educating the "whole child" while instilling a dedication to lifelong learning.

Saint Andrew's School employees are committed to the mission to provide educational excellence in an inclusive community, fostering lifelong learning and nurturing each individual in mind, body, and spirit in the Episcopal tradition.

Position Summary

This 12-month position is responsible for the maintenance of student records at the middle and upper school levels, as well as ensuring the integrity and accuracy of all registration and transcript records of incoming, current, and former students. The Registrar facilitates student registration and enrollment; builds and maintains course sections and student and teacher schedules; and organizes and maintains up-to-date course guides, student waitlists, and semester exams. This position advises students, families, and faculty/staff on registration matters; compiles relevant student data as needed; and interprets and enforces policies and regulations of the school. The Registrar also could teach part time depending upon school needs and individual interest and expertise.

Duties and Responsibilities

- **Schedule and Information Management**
 - Collaborates with the Dean of Studies on the creation of the Upper and Middle School master schedule. This includes building course sections and student and teacher schedules; maintaining course sections, student registration, course guide changes in the LMS system; and helps resolve scheduling conflicts.
 - Collects and organizes data required for the schedule-build including student registration requests, rosters, department staffing, faculty requests, and room allocations.
 - Produces timely and accurate statistics including class rosters, enrollment information, and other reports to inform campus decision-making and planning.

- Manages and monitors all aspects of the student database (Blackbaud) that have an impact on records and registration, including training new staff and helping existing staff increase skills levels.
- Addresses student and family questions concerning academic schedules.
- Maintenance of the School's Academic Records
 - Manages the process for the production of official transcripts.
 - Oversees the collection and distribution of grades and teacher/advisor comments at all marking periods.
 - Coordinates with the Director of Summer Term to produce and maintain their daily schedules and grade reports.
 - Manages the student record archiving project.
- Data Collection and Analysis
 - Supports the collection, dissemination, and analysis of data residing in the Registrar's Office (that pertaining to grades, scheduling, teaching loads, classroom building use, etc.) to those who need it, such as the Head of School, Assistant Head of School, Dean of Studies, Divisional Heads, Department Chairs, and the College Guidance Office.
- Testing
 - Coordinates schedule, set up and proctoring assignments for the midterm and final exams sessions, as well as all placement testing.
- Other
 - Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending trainings, courses, or conferences as needed or required.
 - Assumes other projects and duties as assigned.
- Teaching Responsibilities
 - The Registrar may teach depending on individual interest and expertise.

Qualifications

- Bachelor's degree in relevant field and/or relevant experience required, with graduate degree preferred
- Experience with Blackbaud, Student Information System (SIS) and Learning Management Systems (LMS), or Major Database Management Systems are strongly preferred
- Exceptionally detail-oriented
- Excellent organizational and oral and written communication skills
- Ability to manage and engage sensitive to highly confidential information
- Ability to work independently with initiative, as well as be a part of a team
- Cross-cultural competence

Saint Andrew's School is committed to providing equal opportunity in all employment practices without regard to age, gender, race, religion, color, sexual orientation, gender identity or expression, national origin, ancestry, citizenship status, marital or familial status, pregnancy, disability or handicap, genetic information, military status, or any other protected status in accordance with the requirement of all federal, state, and local laws.

Saint Andrew's is a drug-free workplace. All employees must successfully maintain an acceptable Level II criminal background check. Saint Andrew's School may, in its discretion, modify or adjust the position to meet the school's changing needs.