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Registrar

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1300 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world".

Overlooking Mission Valley, two separate campuses serve students in Lower School – junior kindergarten through 5th grade; Middle School – 6th grade through 8th grade and Upper School – 9th grade through 12th grade. As a college preparatory school Parker offers a comprehensive program that includes twenty-five advanced placement courses as well as a rich palette of electives – all designed to meet the individual needs of our students.

Job Description:

Reporting to the Head of Finance and Operations, the Registrar serves JK-12, broadly supporting operational and functional aspects of student record system. The Registrar will support the school with best practices in school catalog, curriculum management, course scheduling, documentation of academic policy and academic program management. The Registrar will use their knowledge and understanding of the use of data in the student system for a variety of internal and external constituencies. They will be the knowledge resource of institutional data structure and data extraction capabilities. The ideal candidate will have strong working knowledge of the standards of student recordkeeping practices in JK-12 education; A functional expertise in the technologies of storage, retrieval, archiving, and purging of records; Strong working knowledge of state, federal, accreditation and institutional student records compliance mandates; Proven leadership, this person will be responsible for the training of staff, faculty, and administrators in effective use of the system. Demonstrated professional achievement working with student records and academic policy enforcement. Demonstrated collegiality and ability to work across the school community.

Essential Duties/Responsibilities:

This person will be responsible for managing the different points of liaison around student record keeping, using their skills, knowledge and authority to ensure accuracy, timely reporting and compliance with Federal, State and School policies. As well as coordinating with all Division Heads, Student Counselling, Athletics and Advancement to ensure a comprehensive record keeping system for all student related records. Develop integration and alternative systems to ensure a customer oriented data service center.

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- Ensuring data collection and maintenance is compliant with regulatory bodies.
- Computer integration/workflow integration/Compliance environment knowledge
- Be a resource of knowledge of FPS current programs and curriculum
- Coordinates grade and narrative reporting process, Report Card process.
- Assist Divisional Office with the management of student incompletes, verification and correction of grades.
- Ensures accurate information sent to universities, audit storage protocols and access protocols against standards of record keeping.
- Works closely with all departments to ensure cohesive, consistent record keeping.
- Supports task oriented divisional staff in training and developing workflow that ensures accurate, timely, accessible student records, covering admission data, enrollment, medical, athletics, GPA, transcripts and alumni service.
- Develops Dashboard and reporting for JK-12 reporting on records for internal constituencies.
- Audits and ensures compliance and consistency of data.

Qualifications:

- Degree in Database Management. Certification in Project management such as PMP desired.
- Advanced degree in Educational Administration or Public Policy
- 6-10 years of progressive experience in managing a complex record keeping system.
- 3 or more years' experience with implementing and developing Blackbaud On-Campus, Ravenna, TADS and SQL database management given extra weight in hiring decision.
- Strong interpersonal skills, high level of comfort dealing with varying levels of experience and training, ability to create comprehensive training programs. Collegial approach and ability to build consensus and buy in.

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, age,



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mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

A cover letter, resume, and completed application should be submitted electronically to:

Katharine Wardle, Head of Finance and Operations

kwardle@francisparker.org

<http://francisparker.org/page/about-us-/employment>

Please indicate the position you are applying for in the subject line

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