Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

Among the woodlands, wetlands and wildlife of the hills of Southwest Portland lies the unique educational experience that is Oregon Episcopal School. The school occupies a 59 acre campus where 870 students in Pre-K through 12th Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community.

JOB TITLE: Registrar/Student Database Manager

FTE: 1.0; year-round
FLSA: Exempt
DEPT/DIVISION: All School
REPORTS TO: Director of Educational Technology / Associate Head of School
ISSUED: March 2017

JOB SUMMARY: The registrar/student database manager oversees all aspects of the OES student information system (SIS). He or she provides support and coordination for data and systems management between the Registrar's Office and other divisions and departments of the school. The registrar is responsible for timely and accurate student transcripts, attendance data and emergency contact and health forms. This position works closely with division administrators to create each year's class schedule and is responsible for providing a high level of service to the divisions and departments it supports. The successful registrar will understand student and faculty needs and have a collaborative, problem solving, learning and service orientation. In addition, the registrar is expected to exercise leadership and provide expert consultation to the administration to ensure that the OES SIS remains current, efficient, cost effective, and adequate to support its educational mission.

ESSENTIAL DUTIES:
Student Information System
- Serve as the primary system administrator for the school's student information system (SIS), which is currently PCR.
- Serve as the school's primary contact with PCR for all application support issues
- Collect, record, and maintain all records and data within the SIS, to include generating quarterly student comment and grade reports for all divisions, as well as student transcripts.
- Oversee data integrity and data management, by performing bulk updates, purges, audits, and regular clean ups.
- Working closely with divisional staff, oversee and administer the annual scheduling process of students into courses, sections and classes and keep schedules updated throughout the year.
- Provide reports and analysis from the SIS to senior management and other directors as requested.
- Coordinate with the Technology Department to manage authentication and permissions for the SIS so that other administrators can perform necessary tasks without compromising system security and integrity.
- Maintain documentation of the overall SIS data architecture, a summary of the data contained, and all custom fields.
- Manage annual rollover of academic year (closing previous, opening new year).
- Provide training to parents, teachers and staff on all aspects of PCR, including portal access and how to access comments/grades, directory, and other resources.
- Provide training to teachers and division office staff on functions within PCR, including email support.
- Add new teachers and other education staff; remove staff no longer here.
- Lead periodic (every 3-4 years) review of suitability of SIS, conduct RFP for new vendor if appropriate.
- As information on Mastery Transcript becomes available, work with a team to figure out how to translate Mastery Transcript into school records.

Other Systems
- Provide data coordination support between the SIS and other systems, including: LMS (Haiku, Google), email (Google Apps), fundraising (Raiser's Edge), financial (Financial Edge), web (Finalsite) admissions,

college counseling (Naviance) and HR (ADP).
- Perform data imports and exports to and from the SIS into the aforementioned systems working closely with the managers of those systems.
- Work closely with the managers and directors of the Divisions, Admissions, Advancement, Business, Marketing and Communications, Technology, College Counseling, and HR Offices and Departments to coordinate overall data administration and management at the school.

Other Duties
- Participate and serve as part of the Upper School Team
- Participate in major technical trainings and professional development opportunities.
- Coordinate with the Technology Department on major issues related to the SIS and other systems, including application updates, adding features, and end-user management.
- Plan and oversee the budget for the registrar office and the SIS.
- Provide leadership and develop appropriate recommendations for the implementation of necessary technologies to improve and enhance registrar and student records services.

MINIMUM QUALIFICATIONS:
- BA/BS or equivalent in relevant discipline
- Three years experience in a related area
- Demonstrated understanding of the application of complex technology to manage and deliver comprehensive registrar services
- Demonstrated experience managing and maintaining sensitive data records
- Ability to pass a criminal background check and drug screen

PREFERRED QUALIFICATIONS:
- Working knowledge of PCR and other OES applications

KNOWLEDGE, SKILLS, AND ABILITIES:
- Intercultural competence, ability to interact appropriately with a diverse array of individuals, ability to work effectively with diverse teams
- Customer service skills, patience, ability to listen and understand the needs of internal stakeholders
- Excellent oral, and written communication skills; cross cultural communication skills
- Organizational skills, attention to detail, a passion for working with data
- Leadership skills, ability to maintain strategic perspective while dealing with the granular, detail work of database management
- Interpersonal skills, ability to collaborate with other departments and cross-functional teams while maintaining collegial relations with colleagues

PHYSICAL REQUIREMENTS:
- Ability to sit at a computer and keyboard for substantial periods
- Mobility sufficient to move about the campus as needed
- Sight and hearing adequate to perform the duties of the job
- Ability to lift and carry up to 20 pounds on a frequent basis

COMPENSATION:
- Compensation will be competitive based on internal and external data.

APPLICATION PROCESS:

Interested candidates should forward letter of interest and resume to the Director of Educational Technology, baugherb@oes.edu.

Management reserves the right to change or add to this job description at any time.