



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: K-12 Registrar

OFFICE/CAMPUS: Registrar/Sagert Campus

REPORTS TO: High School Principal

STATUS: 12 month, Exempt

PRIMARY PURPOSE: To maintain the Student Information, Course Scheduling, and Grades Reporting Database System, and administrative documents outlining major office functions, responsibilities, and procedures.

ESSENTIAL DUTIES/FUNCTIONS:

- Maintain the K-12 Student Personal Information Database via annual changes received on the Student Data Verification Forms and periodic changes received from parents.
- Works w/ curriculum coordinator for student scheduling for MS and HS.
- Process quarterly grades for: 1) production and posting of report cards to MyBackpack and: transcripts and 2) reports used to determine the subsequent quarter's Academic Probation List.
- Post quarter grades for elementary school at the end of the quarter. Create a pdf, save the information to Senior Systems as well as to our main server.
- Analyze quarterly grades to produce lists of students eligible for: the President's Honor Roll; the Principal's Honor Roll; and the Gold Club.
- Produce and distribute coupons for students on the respective Honor Rolls
- Produce: Master Teacher/Class Schedule Chart; Classroom Usage Charts; Homeroom Assignment Charts; Class Roster and requested lists and reports.
- Facilitate Grade Check process for high school send out interim Z period notification to parents and students.
- Facilitate the Progress Reports at Grade Check for elementary and middle school. (Open and close the gradebook during progress report periods and at the end of the quarters. Double-check that all grades for non-outcome-based learning have been entered. Outcome-based learning classes give grades at the end of the quarter.
- Publish, distribute, and maintain Policies and Procedures (P&P) that cover major Registrar's Office functions and responsibilities.
- Maintain up to date Registrar's Office Administrative Guidelines. Maintain a second copy for the Principal's Office.
- Produce. Mail/transmit senior transcripts and documents as needed for counseling office. Mail/transmit documents for underclassmen and alumni when requested.
- Graduation: Procure and prepare Diplomas; provide information for determination of Honor Graduates and Highest Honors; produce required lists and rosters; and assist at the graduation site.
- Maintain Student Comment, Cumulative, and Transcript Files. Properly store, copy, and dispose of records of graduates and students who withdraw.
- Acts as the registrar for HBA Online and the digital school.

OTHER DUTIES/FUNCTIONS:

- Attend regularly scheduled and special meetings.
- Other duties as assigned.

CORE COMPETENCIES REQUIRED:

Christ-like Conduct. Imitate the life of Jesus Christ and take on his behavior, mindset, choices, and character and apply it to everyday life. Exhibit love, humility, compassion, and servanthood, and allow God the opportunity to work in us and to manifest His Glory within us.

Passion for Our Calling. Respond to God's passion in our hearts to complete the things He calls us to do. Acknowledge that passion encompasses more than the work, it taps into one's whole life purpose. Reward of wages and prestige are peripheral to using the God-given gifts and talents to have an effect on the greater good and an impact beyond oneself. Yield passionately to God's calling to live a life full of joy, satisfaction and true fulfillment.

Teamwork. Promotes teamwork through building consensus to develop mutual trust, respect, and commonality of goals. Supports team decisions, collaborates with others to develop team solutions, builds consensus, and resolves conflict.

Customer Focus. Organizes and prioritizes resources to focus on and exceed customer expectations. Makes it "easy to do business with" HBA. Demonstrates understanding, helpfulness, sensitivity, and concern of the needs and feelings of external and internal customers.

Effective Communication. Listens carefully to feedback and others' views and asks clarifying questions to confirm understanding. Clearly states views and opinions. Actively takes responsibility to ensure there is mutual understanding in all viewpoints and communication. Adapts oral and written communication to the needs and interests of the target audience. Openly shares information in a timely manner with others who need that information.

Results Orientation. Can be counted on to achieve assigned or promised results in a timely manner by utilizing resources effectively. Clarifies expectations and measurements of performance. Seeks guidance or other resources needed. Takes personal ownership for results by holding self and others accountable for results. Shows strong desire and drive for success by identifying and overcoming obstacles. Demonstrates a sense of urgency and is persistent in using extra effort to achieve results. Focuses efforts on, and strives to attain, results that are important to the Registrar's Office and HBA.

Practical Thinking and Decision-Making. Identifies, defines, and focuses on specific problem or issue. Determines information needs and collects, analyzes, interprets, and develops it for use in making decisions. Makes timely and appropriate decisions driven by the information, the needs of the organization, and the need for innovation and creativity to accomplish assigned tasks.

Continuous Improvement. Strives to continually improve one's own job performance and to better the work environment, work quality, results, and how the work is done. Accepts both the need for and positive potential of change in the workplace. Is willing to take managed risks to test approaches that may better satisfy a customer's needs or to meet HBA's needs and goals. Develops alternative and imaginative solutions and approaches to problems. Actively looks for opportunities to redesign and improve work methods and makes changes to improve operating efficiency and quality of output.

Supporting and Leading Change. Participates in all aspects of both the organizational and - process oriented change cycles to accomplish the goals set for their particular level of

responsibility. Identifies, plans for, and leads change needed to support HBA's mission and values.

WORKING CONDITIONS:

- Equipment and Software Use: Computer, typewriter, telephone, calculator, copier and postage machine, MS Office, Google docs/calendar/forms. FinalSite, Senior Systems, Naviance
- Work Hours: 7:30 a.m. - 4:00 p.m. Monday -Friday (8 hours/day). Some after-hours and weekend work may be required.
- Mental Demands: High attention to detail. Alertness with dealing with parents, students, and staff; ability to retain and recall information and works cooperatively with staff. Ability to think analytically and perform multiple tasks effectively.
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- Physical Demands: Physical exertion needed in setting up and cleaning up for group activities. Majority of the job is spent sitting in a confined position and requires periodic visual/mental concentration on work demanding precise eye/hand coordination.

QUALIFICATION REQUIREMENTS:

Spiritual:

- Must have accepted Jesus Christ as Lord and Savior of their life and demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message," the tenets of the Southern Baptist denomination.

Knowledge:

- Requires knowledge of general school office or a professional office environment
- Requires knowledge of technology in the areas of office software, electronic communication, database systems, word processing, spreadsheets, and office equipment operation; i.e. , phones, fax, and copier

Skills:

- Requires strong service-related people skills and problem solving skills
- Requires strong verbal and written communication
- Requires strong, positive, interpersonal relationship skills between students, staff, parents, and community members
- Requires strong organizational skills to balance demands of a multi-tasking position

Abilities:

- Requires extraordinary attention to detail, commitment to accuracy in all areas, and follow through to meet deadlines and commitments.
- Requires the ability to follow oral/written instructions and perform work independently.
- Requires significant confidentiality responsibilities due to parent, student, and staff issues.

- Must demonstrate punctuality, good attendance, and strong work ethics in all areas.

Education/Training:

- Bachelor degree required.

Experience:

- Prior work experience dealing with registrar functions in a school setting is desirable