



Registrar

NORTHWEST ACADEMY

Northwest Academy is seeking a Registrar for the 2016-17 school year. Northwest Academy is a progressive, independent middle school and high school (grades 6-12) located in downtown Portland. We value an inclusive, caring culture that supports and challenges students, that is sensitive to their developmental needs, and that ultimately guides students to celebrate their emerging independence and individual spirit.

Northwest Academy staff members recognize that participating in a professional community and contributing to the school's wellbeing is an important element of their relationship to our school. As a result, staff are expected to take active roles in the school's professional and student culture in a variety of ways in addition to their primary roles and responsibilities.

Position Title: Registrar
Department: Student Services
Reports To: Student Services Director
FTE: .80 – 1.0 Non-Exempt

POSITION SUMMARY:

The Registrar is a member of the Student Services Team, which works closely with administrative staff and faculty to promote a healthy and effective school culture aligned with the school's Core Values and in support of the school's Mission. The Registrar is the custodian of student information and records, including those records maintained in the school's databases and other networks.

ESSENTIAL RESPONSIBILITIES:

- Oversees and manages the collection, maintenance, archiving, and release of student records, information, documents, forms, and releases;
- Supports the work of the administrative departments in ensuring the accuracy of records, information, documents, and forms;
- Ensure compliance with all current and applicable state and federal laws regarding privacy of student information, as well as other legal and regulatory requirements regarding the collection, storage, and communication of student educational records and information;
- Manage the annual collection and recording of student health forms; immunization records; emergency contact information; authorizations and releases; and date of birth verification; responsible for the annual reporting of immunization information;
- Maintain up-to-date and accurate academic and biographical records for all students and their families; responsible for requesting and collecting new student records and for transfer of student records;
- Process transcript releases and maintain current and accurate transcript records;

- Manage and oversee the PCR database, assisting with and training faculty and staff on grade reporting, communications, reports, and other database features;
- Oversee student registration and class enrollment, scheduling of classes, classroom and other facility assignments, and academic year-end responsibilities;
- Manage the production, collection, and distribution of class rosters, school and student schedules, transcripts, attendance data, and report cards;
- Coordinate and schedule Parent-Teacher Conferences;
- Maintain database system for re-enrollment of current students;
- Supports graduation and other end-of-year activities and responsibilities; and
- Serve as a member of the main office team, supporting colleagues where needed;

GENERAL RESPONSIBILITIES:

- Support the work of the Head of School as directed and in service of the school's leadership and administrative teams;
- Comply with and help to maintain school policies, regulations, and expectations as set forth in the school's handbooks and policy manuals;
- Develop and maintain professional, collaborative, and collegial relationships with faculty, staff, and partners/friends of the school;
- Exhibit a growth mindset about best practices and work toward professional goals and development;
- Participate in required non-classroom activities as needed;
- Provide effective supervision of students to promote a safe and healthy environment and school experience; and
- Timely and professional completion of required reports and forms.

QUALIFICATIONS:

- Bachelor's Degree or equivalent knowledge and experience appropriate for a school registrar position;
- Educational professional experience with strong knowledge of standardized practices, FERPA, education databases and systems, and student information collection and management; knowledge of and experience in PCR preferred;
- Knowledgeable and current on all applicable state and federal laws regarding privacy of student information, as well as other legal and regulatory requirements regarding the collection, storage, and communication of student educational information;
- Knowledge of and demonstrated commitment to the professional, ethical, and legal responsibilities of a school registrar;
- Demonstrated passion for and success working with young adolescent and adolescent students and their families;
- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work as a team with administrators, faculty, staff, parents, and students;
- Strong organizational and interpersonal skills;
- Detail-oriented and able to work independently on numerous projects and to meet deadlines;

- Proficiency in a Mac environment, as well as with Google Drive, Google Docs and Apps, word processing, database, electronic grading software, and other classroom and teaching technologies, including audio/visual equipment;
- The ability to interact effectively with people from different cultures and experiences; ability to work with cross-cultural environments; and
- An ability to learn from and build on varying cultural and community norms of students and their families.

SUPERVISORY RESPONSIBILITIES:

None

WORKING CONDITIONS:

This is an 11-month school administrative position August - June. Administrative staff members are expected to be on-campus and actively involved in the school community during school hours throughout the academic year consistent with their FTE. There are some required commitments outside of regular school hours as needed, including evening and weekend commitments.

PHYSICAL DEMANDS:

Physical requirements are consistent with light physical duties required of administrative office staff generally, including the lifting and transport of materials weighing up to 30 pounds. The school is spread out across five buildings covering multiple blocks in downtown Portland, so staff may have to move between buildings around campus. The school does not provide parking for all staff members, so metered street or lot parking might be required.

Interested candidates can find instructions for applying for this position on the [Northwest Academy Careers Page](#).

Northwest Academy is an equal opportunity employer and is committed to welcoming and celebrating a diverse student and faculty population. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the school that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's contribution and assistance in helping us maintain equal employment opportunity.