

Registrar & Administrative Assistant

Central Catholic High School seeks a staff person who is committed to educating students from diverse backgrounds in a Catholic community, challenging each individual to live as a Christian witness in service to others.

As a Central Catholic employee, you are called upon to be a role model and a witness to the Gospel of Christ. Your main charge is to be engaged in creating an atmosphere in which the religious faith of each individual student as well as their intellectual, moral, and physical capacities can be developed.

Essential job functions

1. Registrar

- Maintain the confidentiality of students, faculty, and staff.
- Be proficient in the use of PowerSchool and Canvas.
- Assist in the creation and maintenance of the following modules: Online Re-enrollment, Forecasting, 8th Grade Applications, and Transfer Applications.
- Assist in maintaining accurate and comprehensive records and transcripts for current students and graduates.
- Format incoming freshman and transfer student records to comply with current Central Catholic standards and practices.
- Be proficient in the use of InfoSnap including the ability to edit and troubleshoot issues in the website module.
- Analyze and process all InfoSnap re-enrollment, enrollment, and application forms to ensure accurate student records.
- Assess current student records to ensure accurate medical and emergency contact information.
- Assist the college counseling office with the production and accurate tracking of transcripts and the distribution of transcripts as directed by counselors.
- Assist in reporting grades on report cards and progress reports.
- Communicate with parents via email in an effective and professional manner.
- Assist in the preparation and editing of all documents produced by the main office (admissions, forecasting, re-enrollment, daily bulletin, all mailed communications, student directory, faculty staff reference guide documents, student planner, calendars).
- Be prepared and able to act quickly, calmly, and efficiently in emergency situations to assist students, faculty, and staff.

2. Assist Principal and Academic Administrators

- Support the mission through supporting the office of the principal and other academic administrators
- Be proficient in all Title II requirements and processes. Assist teachers in preparing submissions for Title II reimbursement.
- Assist in the planning and coordination of the following events: Parent Teacher Conferences, Academic Awards Ceremonies, Senior Awards, Graduation and Back to School Night.
- Assign substitutes to cover classes for absent teachers. Call and hire outside subs when necessary.
- Assist Administrator with compiling rosters and uploading reports to NWEA.
- Liaison between the Archdiocese and the Principal's Office in completing the beginning of the year and end of the year reports.
- Manage hiring processes and procedures for all open teacher and staff positions, in conjunction with the Archdiocese policies and procedures
- Create and maintain personnel files

3. Customer Service

- Assist teachers, students, parents, visitors.
- Be knowledgeable about the Central Catholic community in order to provide information and direction for all inquires.

4. Miscellaneous duties shared by main office staff

- Sort and distribute mail.
- Upkeep of copy machines in the main office and copy room.
- Maintain postage machine and post mail as needed.
- Maintain faculty room coffee machine.
- Update the Daily bulletin and distribute.
- Cross train in other areas

Qualifications

- High School Diploma or higher required.
- Highly skilled in the use of all Microsoft Office products.
- Customer service experience.

Special Requirements

- Experience in a high school setting preferred.
- The person employed for this position must be able to verify identity and employment authorization.
- The candidate selected for this position must complete a pre-employment background check and all Archdiocesan required trainings and certifications.

Other Details:

- **Compensation:** Depending on experience.
- **Full Time:** 40 hours a week, some evenings required
- **Start Date:** June 10, 2019
- **Application Deadline:** Open Until Filled
- **Application Process:** Please email or fax application, cover letter, resume, and three letters of reference to Sherril Acton, sacton@centralcatholichigh.org or 503-233-0073 (fax).