

Park Christian School

Position Title: Registrar / Administrative Assistant to the Principals

Classification: Professional Staff – Full-Time/ 10.5 months

Reports To: Principal(s)

Position Summary

The Registrar/Administrative Assistant supports Park Christian School's mission by managing student records and assisting the Principal(s) with administrative tasks and projects. This role requires professionalism, confidentiality, and a commitment to fostering positive relationships within the school community.

Qualifications

Education & Experience:

- Associate's degree (minimum)
- Experience in an educational setting preferred
- Proficiency in Microsoft Office and data management software
- Experience with RenWeb or similar systems is a plus

Personal & Professional Qualities:

- Committed Christian, aligned with the school's Statement of Faith
- Demonstrates integrity, discretion, and professionalism
- Strong communication skills, both written and verbal
- Detail-oriented, self-directed, and dependable
- Maintains a professional appearance and demeanor
- Emotionally resilient and optimistic under pressure

Responsibilities

Administrative Support:

- Work as directed, supporting the principals and their initiatives
- Maintain confidentiality of sensitive documents and constituents
- Assist with event planning (e.g., conferences, ceremonies, professional development, graduation)
- Prepare and update school documents (e.g., teacher handbook, certificates, professional development)

Registrar Duties:

- Manage and maintain student, family, and staff records and database in RenWeb
- Archive academic records and complete beginning and end-of-year procedures
- Track daily attendance and generate reports
- Collaborate on mailings and communications to families
- Process grades and distribute academic reports
- Prepare student schedules and class rosters
- Support enrollment and withdrawal processes
- Assist with school events and collaborate with Director of Admissions
- Maintain extracurricular and academic award records
- Coordinate graduation logistics with seniors and Jostens
- Update school maps and master schedules
- Provide backup support to office staff and school nurse

Wage and Benefits:

\$19.00-\$22.00/hour depending on education and experience. Benefits: Health Insurance, HSA, Flex Plan, Dependent Care, Dental Insurance, Vision Insurance, L-T Disability Insurance, Life Insurance, 401(k) Retirement Plan, Paid Personal Leave, Paid Sick Leave and Tuition Discount.

To Apply: Please submit a cover letter that includes a statement of faith, a resume, and three professional references to Melissa Evans at mevans@parkchristianschool.org