

Ankeny Christian Academy Human Resources & Registrar Manager

Reports To: Director of Operations

Direct Reports: Office Coordinator

Position Type: Full-Time, Year-Round

Position Summary

The Human Resources & Registrar Manager is responsible for overseeing all employee lifecycle functions and student information systems for the school. This dual-role leadership position ensures compliance, accuracy, confidentiality, and operational excellence in both human resources administration and student records management.

The role manages HR operations including recruitment, onboarding/offboarding administration, and personnel compliance, while also overseeing student information systems (JMC), student withdrawals, attendance reporting, state reporting requirements, and ESA compliance.

This position requires exceptional organizational skills, sound judgment, confidentiality, discretion, and the ability to manage multiple compliance timelines and annual reporting cycles.

Spiritual Qualifications

The Human Resources & Registrar Manager accepts without reservation the ACA Statement of Faith and supports the Educational Philosophy and Objectives of ACA. He/she is a born-again Christian, knows Jesus Christ as Savior, and regularly attends a house of worship in a group setting.

He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The Human Resources & Registrar Manager believes that the Bible calls us to live at peace and to resolve disputes with one another privately or within the Christian church (1 Corinthians 6:1-8, Matthew 5:23-24; 18:15-20).

Therefore, the Human Resources & Registrar Manager agrees that any claim or dispute arising out of or related to this agreement shall be settled through biblically based mediation, and if necessary, arbitration. These methods shall be the sole remedy for any controversy or claim arising from this agreement, and the employee expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

The Human Resources & Registrar Manager reports to the Director of Operations. This position will be evaluated annually by the Director of Operations for continued employment.

Primary Responsibilities

I. Human Resources Administration

1. Recruitment & Hiring

- Post open positions on approved platforms
- Coordinate applicant screening and interview processes
- Prepare and manage employment documentation
- Issue employment contracts and manage annual renewals
- In coordination with the Athletic Director, issue coaching contracts upon verification that all required trainings and certifications have been completed
- Conduct background and reference checks
- Maintain applicant tracking and hiring records

2. Onboarding & Employee Setup

- Process payroll setup in iSolved
- Ensure completion of background checks
- Verify employment eligibility
- Administer benefits enrollment and payroll deductions
- Establish and maintain personnel files
- Coordinate new employee system access, including:
 - Email accounts
 - Phone/voicemail setup
 - Keys, key cards, and copy codes
- Support new staff orientation

3. Paid Time Off (PTO)

- Recommend any changes to PTO policy
- Responsible for organizational PTO policy compliance
- Track PTO accrual rates
- Maintain accurate PTO balances in iSolved
- Communicate PTO balances as needed
- Monitor and communicate weekly PTO for payroll processing
- Ensure accuracy and verify substitute time in iSolved

4. Employee Records & Compliance

- Maintain secure and confidential personnel records
- Track required:
 - Background checks
 - Certifications and licensure
 - Mandatory trainings
- Monitor compliance training completion
- Maintain an annual HR compliance calendar

5. Employee Offboarding

- Ensure all offboarding steps are completed
- Communicate/implement system access removal
- Asset retrieval (any organizational property)
- Payroll termination communication steps
- Coordinate meeting with the Finance Director to ensure all deductions are paid.
- Benefit notifications (ie retirement communication, COBRA) as applicable
- Act as point of contact for unemployment claims

II. Registrar & Student Information Management

1. Direct Report Supervision

- Provide oversight and direction for the Office Coordinator that performs general office duties along with providing human resource administration, registrar support and student information services.

2. Student Information System (JMC) Administration

- Maintain accurate and complete student records in JMC
- Manage enrollment status, demographics, attendance, and scheduling
- Obtain state IDs for all active students
- Onboard new students and assign appropriate classes
- Maintain graduation year and class group lists
- Set up activities and programs, including:
 - DMACC classes
 - Athletic teams and coaches
- Update classroom copy numbers and related operational data

3. State Reporting & Compliance

- Prepare and submit Fall and Spring BEDS / Certified Enrollment
- Generate and verify attendance and enrollment reports
- Complete Elementary and Secondary reporting requirements
- Manage ESA reporting, including:
 - ESA eligibility exports
 - Verification of district and county data
 - Date of birth accuracy
 - County codes
 - Exit destination codes

4. Attendance Oversight

- Generate attendance letters for administration
- Maintain attendance compliance documentation
- Provide student data reporting to school leadership as needed

5. Student Enrollment & Withdrawal Processing

- Process student withdrawals after grade finalization
- Print grade cards
- Update JMC enrollment records and scheduling
- Document:
 - Last date of attendance
 - Reason for withdrawal
 - Destination school and location code
- Coordinate with IT to remove access from:
 - Email accounts
 - Graduation year groups
 - “Class of [Year]” groups

6. Operational Student Support

- Coordinate locker assignments
- Prepare photographer lists (student IDs and parent contacts)
- Distribute senior open campus permissions
- Maintain cumulative student records

III. Annual Cycles & Strategic Oversight

- Coordinate annual HR contract renewals
- Regularly maintain/update the School and Staff handbooks
- Be the keeper of organizational Standard Operating Procedures (SOP's)
- Coordinate reviews and approval of all necessary SOP's
- Ensure organizational employee grievance policy and process compliance
- Maintain a master compliance calendar covering HR and Registrar functions

Qualifications

- Minimum of 3-5 years of experience in Human Resources or related administrative leadership role
- Demonstrated experience in records management and compliance documentation
- Experience working with management systems and/or student information systems
- Experience in school operations preferred
- Experience with student information systems
- Strong knowledge of employment and student record compliance requirements
- Exceptional attention to detail and organizational skills
- Ability to manage confidential information with discretion
- Strong written and verbal communication skills