

Ankeny Christian Academy Office Coordinator/Registrar

Supervisor: Human Resources/Registrar Manager

Job Summary: The Office Coordinator/Registrar will be the first point of contact for the school. This position will establish and maintain effective working relationships with faculty, association members, Board of Directors, volunteers and guests, completing various duties to coordinate the functioning of the school office as needed. This will include the ability to deal with demanding individuals or groups at various levels within and/or outside the organization effectively, responding appropriately to provide or obtain information or provide a service

Office Coordinator/Registrar Responsibilities and Expectations

- Maintain school records
- Meet and greet public coming into the office
- Answer phones
- Maintain office filing systems.
- Clean/organize the office area
- Coordinate communication with parents
- Deal with emergency student issues
- Maintain inventory of office supplies
- Arrange for substitute teachers
- Other duties as assigned

Registrar & Student Information Documentation

- Maintain Student Information System (JMC) Administration
 - Manage enrollment status, demographics, attendance
 - Onboard new students and assign appropriate classes
 - Set up activities and programs, including:
 - DMACC classes
 - Athletic teams and coaches
- Process student withdrawals after grade finalization
- Update JMC enrollment records and scheduling
- Maintain cumulative student records
- Student Withdrawal Documentation:
 - Last date of attendance
 - Reason for withdrawal
 - Destination school and location code
- Assist with locker assignments
- Distribute senior open campus permissions
- Update classroom copy numbers and related operational data

Requirements and Qualifications

- A combination of 2 years of clerical, receptionist or multi-line telephone experience, education, and/or training
- Experience/training in keyboarding, MS Office products including MS Word, and MS Excel, Google products
- 30 + words per minute keyboarding speed with minimal inaccuracy
- Ability to proof and correct own and others' errors
- First Aid/CPR/Bloodborne Pathogen certification or ability to obtain such certification
- Such alternatives to the above qualifications as may be appropriate for the position

Spiritual Qualifications:

The Office Coordinator/Registrar 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 Office Coordinator/Registrar believes that the Bible calls us to live at peace and to resolve disputes with one another privately or within the Christian church (I Corinthians 6:1-8, Matthew 5:23-24; 18:15-20).

Therefore, the Office Coordinator/Registrar 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 Office Coordinator/Registrar reports to the Human Resources & Registrar Manager. This position will be evaluated annually by the Human Resources & Registrar Manager for continued employment.

Physical Requirements to Fulfill the Essential Functions of this Position

(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCA-SIONAL	FREQ UENT	DAI LY	NOT APPLICAB LE
COLD (50 F or less)	X			
HEAT (90 F or more)	X			
GASES/FUMES/DUST	X			
CHEMICALS/SOLVENTS	X			
NOISE	X			
CLIMBING STAIRS				x
CRAWLING OR KNEELING				x
STANDING	X			
SITTING			X	
WALKING			X	
RUNNING				X
BENDING	X			
REACHING OVER SHOULDER	X			
PUSHING	X			
PULLING	X			
MOVING HEAVY ITEMS	x			
LIFTING/LOWERING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
LIFTING OVER SHOULDER:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
CARRYING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			

WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QU ENT	DAILY	NOT APPLICABL E
TELEPHONE			X	
FAX	X			
COPIER			X	
COMPUTER			X	
PRINTER			X	
CALCULATOR		X		
OVERHEAD PROJ.	X			
AV EQUIPMENT	X			
OTHER (Please list)				
OUTDOOR DUTY	X			
DRIVING	X			
WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QU ENT	DAILY	NOT APPLICABLE
ON-TIME ARRIVAL			X	
REGULAR ATTENDANCE			X	
SUMMON EMERG. HELP	x			
APPLY CPR/FIRST AID	X			
LEAD FIELD TRIPS	X			
COMMUNICATE DATA			x	
PREPARE REPORTS				
VISUAL ACUITY: Near			X	
VISUAL ACUITY: Far			X	
COLOR DISCRIMINATION			x	
HEARING			X	
SPEECH			X	
MANUAL DEXTERITY		x		
EYE/HAND COORD.		X		

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.