

CSAGH

Christian School Association of Greater Harrisburg



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Registrar & Online Learning Coordinator

Reports To: Campus Principals

Status: Full-time, 12 months

General Job Description: The Registrar and Online Learning Coordinator is responsible for ensuring the accuracy of all student academic records and implements registration for classes while providing support to the student learning experience through an online learning management system. The Registrar and Online Learning Coordinator works under the direction of the Campus Principal(s). This position has the ability to work remotely and on campus.

Qualifications & Qualities:

- Born-again believer in Jesus Christ, regular attendance at a Bible-believing and preaching church that stands in agreement with the CSAGH Statement of Faith
- Agrees with Articles II, III and XII, section 1 of the Constitution of the Christian School Association of Greater Harrisburg, Pennsylvania
- Possesses a clear philosophy, passion, and pursuit of excellence for Christian Education and CSAGH's vision
- Minimum of high school diploma required
- Minimum of two years of experience in administrative role
- Requires exceptional organizational and prioritization skills
- Previous experience working in a school setting preferred but not required
- Willing to engage in professional development training as needed
- Displays strong interpersonal skills, written and verbal communication skills
- High degree of skill with Microsoft Office Suite

Duties and Responsibilities:

Registrar

- Create new student folders; request new student records and send previous student records
- Using the school district information system (RenWeb), set up new school year calendar, class schedule, and sections for the upcoming school year
- Oversee the review and posting of the online course catalog
- Maintain up-to-date and accurate course schedules; enroll students in classes, troubleshoot schedule conflicts, continually updating online learning courses

- Maintain student transcripts, enter international student transcript conversions, complete transcript requests
- Ensures that transfer grades and GPAs are calculated correctly and reflected appropriately in the student information system(RenWeb)
- Enroll students in appropriate “Winterim” & “J-term” class schedule
- Open and close teacher access to quarterly gradebooks each marking period
- Open and close parent access to quarterly report cards each marking period
- Review final report card grades and comments before distribution; archive finalized grades electronically and in paper folders at the close of the school year
- Update student information for the next school year, moving students to next grade level or closing RenWeb access to students not returning
- Compile and distribute required state reporting; Pennsylvania Non-Public School Enrollment report (fall semester) and the Average Daily Membership report (summer)

Online Learning

- Creating and placing syllabus and pacing guide for all classes on RenWeb, make all student materials available on Microsoft OneDrive, make sure all constituents know where to find resources
- Participation in Back to School Night, explain program and course work offered
- Distribute student user account logins or password reset after enrolled in online course
- Collaborate with IT Department to provide students access to school network and student email when needed
- Set expectations with students and families regarding best methods of communication and frequency of communication
- Provide timely responses to student requests relating to technical and academic questions such as access to course work, direct and facilitate to course instructor for academic questions and updates on course progress
- Provide collaboration with CAOLA, online learning-related vendors, IU departments to coordinate services to support CSAGH operations
- Maintain accurate student records and enter grades into RenWeb
- Responsible to communicate to appropriate personnel regarding student progress, grades, concerns or questions
- Develop and implement procedures that contribute to the successful operation of CSAGH’s online learning program including creation of protocol for and frequency of communication (teachers, students, parents), help desk protocols, etc.
- Coordinate and provide training to staff on best practices for implementation of online learning programs
- Act as an ambassador for online learning for CSAGH and promote the program by sharing ideas to stakeholders
- Actively participate in meetings with administrators regarding academic planning, scope and sequence of online courses (when needed), student issues (students behind pace or failing), etc.
- Initiate, develop and maintain internal and external relationships that enhance programs and services to CSAGH as an organization

- Work in conjunction with the CSAGH finance team to ensure accurate billing and budget requirements are met

Other Duties:

- Attend CSAGH all employee meetings such as Annual Orientation, Service Days, Association Meeting, etc.

Abilities:

- Able to maintain confidentiality.
- Recent experience working with high school students
- Able to travel between two campuses
- Able to work from home or remote location if necessary
- Able to prepare accurate and complete records and reports.
- Encourage students to exceed minimum academic standards in online coursework
- Able to communicate technological concepts to a diverse student population
- Follow policies and procedures; complete administrative tasks correctly and on time and supports organization's goals and values
- Prioritizes and plans work activities; uses time efficiently and sets goals and objectives
- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality and monitors own work to ensure quality
- Meets deadlines; completes work in a timely manner; strives to increase productivity and works quickly