



Admissions Coordinator/ Registrar Position Description

The *Admissions Coordinator/Registrar* will work under the supervision of the Head of School.

Spiritual Qualifications:

- Individual is a spiritually mature believer who demonstrates a personal commitment and relationship with Jesus Christ
- Individual is committed to Christian education
- Individual is in agreement and commits to the Heritage Christian School Statement of Faith as well as the mission and vision.
- Individual is a godly example when interacting with parents, students, and visitors
- Individual is an active member/regular attendee of a local Bible believing church

Position:

- Full-time for 38 weeks (one week preceding and following the 36 week school year) and part-time (20 hours/week) during the summer.

Professional Requirements:

Required:

- Must exhibit strong computer skills and an aptitude for expanded computer use
- Must exhibit exceptional relational skills, confidence and appropriate levels of assertiveness.
- Must exhibit exceptional organizational skills; effective and efficient time and space management.
- Must exhibit exceptional communication skills, both in writing and speaking.

Desired:

- 4 year college degree
- Secretarial experience
- In-depth knowledge of Heritage Christian School and its constituency

Primary Duties and Responsibilities

The Admissions Coordinator/Registrar performs a wide range of duties including, but not limited to, the following:

Admissions

- POC for prospective families seeking Information, tours
- Arrange student testing and parent interviews if needed
- Prepare admission packets
- Keep Insightly (CRM) updated for each prospective parent



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- Manage families during the admission process
- Follow up with enrollment confirmation letter, registration packet, welcome certificate for child and welcome packet
- Enter new students in “Admissions” of our school software
- Assign students to classes – in school software
- Keep up-to-date list of enrollment

Student Records

- Make and maintain student cumulative files
- Keep checklists of student enrollment and admission forms
- POC on student records requests/transfers
- Maintain and provide yearly student/parent forms (e.g., health form, immunization form, emergency contact information, etc.)
- Audit of records by Public Health/State of Iowa (e.g., immunizations, dental screening, etc.)

Internet Technology

- POC with Bergan KDV on all computer equipment including ordering of new devices and help desk issues
- POC with White Dove Electronics for projector cleaning, install, and repair
- Troubleshoot minor issues with student/staff laptops and reset passwords
- Update iPads when needed
- Provide new staff with IT information/server credentials/email, phone set-up
- Manage phone system

Substitute Teachers

- Maintain List of Subs
- Contact subs as needed and providing teacher and HOS information on substitute coverage

Field Trips

- Receive copies of teacher’s field trip request form from HOS and put on master calendar
- Work with teacher regarding drivers.
- Contact drivers regarding background check; provide necessary documents; and keep information on file

Maintain Teacher “Go Bags”

- Provide list of all students by class at beginning of year
- Order first aid supplies if more are needed
- Provide Allergy and Medical Condition information to teachers for their bags

Coordinate Picture Day and Grant Wood hearing screenings



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Medication Administration

- Identify student allergies from paperwork provided on parent/guardian, enrollment, annual field trip, and medical information forms
- Coordinate Parental request to administer Prescription or non-prescription medication if medication is needed at school
- Notify staff of potential risks based on parental information and include all information in student management system
- Administer prescription and non-prescription medication if approved
- Hand out ice packs, Band-Aids and notify parents when child is sick

Association

- Maintain list of Association Membership
- Prepare election ballots
- Prepare absentee ballots and make them available
- Provide Association Membership forms and file completed forms
- File election ballots and sample of handouts if given after the meeting

Background Checks

- Process and maintain updated list

Financial Checks and Balances

- Get mail, open and give any invoices to Office Manager
- Receive and record all checks and cash, keeping a spreadsheet for both Restricted and General Fund
- Run checks for deposit through online Hills Bank Merchant with teller scan machine once a week
File checks with deposit detail, shredding after two months and refiling deposit detail afterward
- Run printed labels for Annual Fund with DonorPerfect, our donor software
- Add new families, employees and grandparents to donor software