



Lynden Christian Schools

“Linking head and heart, home and school, child and God”

High School Registrar/Administrative Assistant Job Description

Reports to: High School Principal

Hours: 0.49 FTE (990 hrs during school)

Registration Responsibilities

- Collect and organize course requests
- Input data into FACTS student management system
- Create a master schedule – balance class size, the schedule for staff and maximize the number of courses available for students
- Enforce board policy and high school standard operating procedures
- Working with college and career counselor ensuring students meet or exceed state standards for graduation

Records

- Maintain accuracy in all paperwork and reporting forms
- Request, process and prepare transcripts with accuracy
- Prepare scholarship materials
- Keep records of agreements with UW in the Classroom, Bellingham Technical College and Whatcom Community College
- Send out final transcripts to colleges, NCAA, and NAIA
- Update Athletic Clearinghouse by adding, updating, or deleting courses

Grades and Progress Reports

- Collect grades from teachers, check for accuracy and send an electronic copy to parents
- Track incompletes
- Make hard copies

Substitute Teachers

- Keep a list of substitute teachers
- Secure substitute teachers
- Track staff absences, including sick days, professional days and personal days

Testing

- Process paperwork for Advanced Placement (AP) materials including set-up and sending to the College Board
- Proctor or assign proctor for AP tests
- Secure appropriate testing site

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www.lyncs.org



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Front Office Duties and Responsibilities

- Receiving the customers, clients, visitors politely and pleasantly and assist them
- Answering phone calls, and redirecting them to the concerned people efficiently
- Sort and distribute mail and packages addressed to the employees of the organization.
- Coordinating the communication between employees of different departments
- Mailing letters and other documents, messages to the necessary people
- Recording complaints, problems, queries and providing suitable answers and assistance for the same
- Maintaining the records of visitor entry and exit
- Providing excellent customer service

Administrative

- Ensure course descriptions, and the academic handbook is current
- Prepare weekly staff bulletin
- Prepare the beginning of year materials for staff
- Track staff attendance at professional development

Skills and Specifications

- Above all else, the registrar must be focused and able to enforce school guidelines. The ability to firmly, yet kindly say no is critical
- Highly value and enforce confidentiality
- Strong communication demonstrated through verbal, written and presentation skills
- Proficiency in using Microsoft Office 365
- Must possess customer service relation and coordination skills