



VACANCY NOTICE

Jesuit High School is a co-ed, Catholic, college-preparatory school in the Jesuit tradition. We seek professional educators who have the ability to provide academic, educational, co-curricular, and spiritual support to students toward our mission of forming "men and women for others."

POSITION AVAILABLE: High School Registrar

MAJOR RESPONSIBILITIES: See attached job description

QUALIFICATIONS:

- Equivalent knowledge and experience appropriate for a school Registrar position.
- Educational professional experience with strong knowledge of standardized practices, education databases and systems, and student information collection and management
- Demonstrated passion for and success working with adolescent students and their families
- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work as a team with administrators, faculty, staff, parents, and students
- Strong organizational and interpersonal skills Detail-oriented and able to work independently on numerous projects and to meet deadlines
- Proficiency in a PC environment, and Excel, Word, Zoom, Google Drive, Google Docs and apps, word processing, database.

CLOSING DATE: Until filled

STARTING DATE: August 2, 2021

APPLICATION PROCEDURE

CANDIDATE:

1. Visit [JHS website](#) (under About Us → Employment) to download application.
2. Complete the application and return it, along with the requested supporting documents [here](#).

Jesuit High School makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. Jesuit High School hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.

Jesuit High School Registrar

v. 6.11.21

POSITION SUMMARY:

The Registrar works closely with JH administrative staff to promote a healthy and effective school culture aligned with the school's Mission Statement and values. The Registrar is the custodian of student information and records, including those records maintained in the school's databases and other networks.

RESPONSIBILITIES:

- Oversees and manages the collection, maintenance, archiving, and release of student records, information, documents, forms, and releases;
- Serves as Office Manager, ensuring the school office runs in an efficient and friendly manner;
- Orders/sets-up food and beverage for various office meetings/events;
- Maintains substitute teacher list and schedules subs as needed, providing subs rosters, keys, lesson plans, seating charts, etc.
 - Inputs payroll for subs and faculty into ADP in a timely manner;
- Distributes and collects keys for faculty/staff;
- Maintains school calendar and updates JHS website calendar as needed;
- Updates and coordinates printing and distribution of the Jesuit planner/handbook;
- Updates and coordinates the student/family directory;
- Builds form in PowerSchool for annual family registration, tracking and approving each submission into PowerSchool;
- Posts new job vacancies; collects application materials; runs background checks, schedules interviews, etc.
- Coordinates new hire paperwork in coordination with CFO's office staff;
- Provides support to Admissions Assistant as needed during busy seasons;
- Processes invoices for payment;
- Supports administrative departments in ensuring accuracy of records, information, documents, and forms;
- Ensures compliance with applicable state and federal laws regarding privacy of student information, and legal and regulatory requirements regarding collection, storage, and communication of student educational records and information;
- Manages annual collection and recording of student health forms; immunization records; emergency contact information; authorizations and releases; and date of birth verification; responsible for annual reporting of immunization information;
- Maintains up-to-date and accurate academic and biographical records for students and families; collects new student records and ensures timely transfer of student records;
- Processes transcript releases and maintain current and accurate transcript records;
- Manages and oversees PowerSchool database, assisting with and training faculty and staff on grade reporting, communications, reports, and other database features;
- Assists Vice Principals with student registration and class enrollment, scheduling of classes, classroom and other academic year-end responsibilities;
- Prepares graduation awards, certificates, tickets, programs, diplomas, etc. and other duties as assigned;
- Manages production and distribution of class rosters, school and student schedules, and report cards;
- Assists in coordinating Parent-Teacher Conferences, Back-to-School Night and other events as needed;
- Submits teacher license renewal (PEER Forms) to Archdiocese of Portland for submission to TSPC;
- Maintains database system for re-enrollment of current students;
- Serves as a member of the school office team, managing and supporting colleagues where needed;
- Supports the Principal and Vice Principals as directed and in service of the school's leadership and administrative teams;
- Complies with and helps to maintain school policies, regulations, and expectations as set forth in the school's handbooks and policy manuals;
- Maintains professional, collaborative, and collegial relationships with faculty, staff, students and parents.

QUALIFICATIONS:

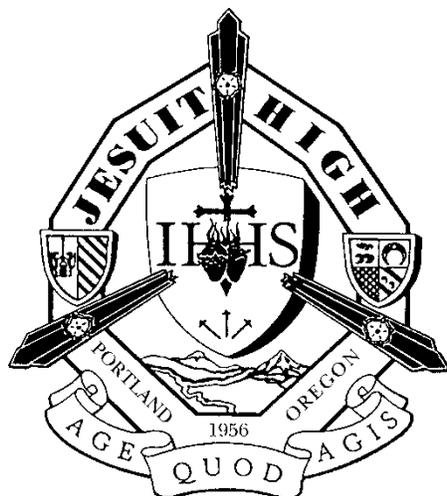
- Equivalent knowledge and experience appropriate for a school Registrar position;
- Educational professional experience with strong knowledge of standardized practices, education databases and systems, and student information collection and management;
- Aware of current state and federal laws regarding privacy of student information, and other regulatory requirements regarding collection, storage, and communication of student educational information;
- Has demonstrated commitment to professional, ethical, and legal responsibilities of a school Registrar;
- Demonstrated passion for and success working with adolescent students and their families;
- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work as a team with administrators, faculty, staff, parents, and students;
- Strong organizational and interpersonal skills;
- Possesses a growth mindset about best practices and works toward professional goals and development;
- Detail-oriented and able to work independently on numerous projects and to meet deadlines;
- Proficiency in a PC environment, and Excel, Word, Zoom, Google Drive, Google Docs and apps, word processing, database.

WORKING CONDITIONS:

The Registrar is a 12-month administrative position. Administrative staff members are expected to be on-campus and actively involved in the school community during school hours throughout the academic year consistent with their FTE. There are some required commitments outside of regular school hours as needed, including occasional evening and weekend commitments (*eg*, Open House, Placement Exams).

PHYSICAL DEMANDS:

Consistent with light physical duties required of administrative office staff generally, including the lifting and transport of materials weighing up to 30 pounds.



JESUIT HIGH SCHOOL

PORTLAND,
OREGON

APPLICATION OF:

POSITION APPLIED FOR:

DATE

Questions? Contact:
Linda Pieratt, Registrar
lpieratt@jesuitportland.org

Revised 5/20/20

JESUIT HIGH SCHOOL APPLICANT INFORMATION SHEET

Please include the following with your completed application:

- I. Résumé
- II. Letter of Interest
- III. Two letters of recommendation
- IV. Two references with current phone numbers and email addresses (must be different from letter writers)

The following is provided to help you submit the kind of information that will enhance the consideration of your application for a position with Jesuit High School. Your application will be considered as a confidential document; it will be reviewed only by those persons who have a direct part in the selection process.

- I. The initial screening for each application determines whether the application file is complete in all respects as outlined above. The application must be completed and all information received by the deadline stated in the vacancy announcement; failure to do so will eliminate an application from further consideration.
- II. Be certain to add to your application any information which may show added qualifications specifically related to the position you are seeking. Examples: extended travel or time spent in Spain in relation to a Spanish teaching position, or experience as a research chemist in private industry in relation to a chemistry teaching position. Note that applicants for Theology teaching positions, Campus Minister, Principal, or President must be practicing Roman Catholics.
- III. Applicants' files who have met the requirements outlined above will be screened by a committee designated by the Principal. Members of the committee may include administrators, teachers, and other staff members. Their function will be to review all of the information submitted by the applicants and to choose candidates who will be interviewed for the position.
- IV. All new employees will be subject to a federal fingerprint and background check, including references from three most recent employers. Failure to receive a report which is acceptable to the School will render the teacher's contract null and void. A written notice of the release of this contingency will be provided to the employee within ninety (90) days from the date of this contract. The contract is voidable at any time the School determines that the Teacher has submitted less than candid and complete information related to background and qualifications.
- V. Your application will be kept on file for one year. At the end of one year it will be destroyed unless you notify us of your desire to keep your application in active status. Should a vacancy occur during the school year, those applications in active status will be considered for that position. Additional applications may be sought at the discretion of the administration.

GENERAL INFORMATION

First _____ Middle _____ Last _____

Address: Street _____ City _____ State _____ Zip _____

Cell Phone _____ Home Phone _____ E-mail Address _____

Emergency Name & Phone Number _____

Do you have any special conditions that would affect your ability to work in an educational setting?

Present Employment

Place where presently employed (if applicable) _____ Position _____

Address _____

Subject(s) taught, if applicable _____ Grade(s) _____

Reason(s) for leaving present position _____

May we contact your present employer? _____

Experience in working with young people in organized out-of-school programs

Extra-curricular student activities in which you are presently involved

Professional Development

List major workshops, seminars, classes, internships, grants, etc., in which you have participated in the last five years which are not normally part of a degree program. (Do not include single meetings, conventions, etc.)

Co-curricular Activities

What activities are you prepared to commit to moderate or coach at Jesuit High School?

<input type="checkbox"/> Football	<input type="checkbox"/> Basketball	<input type="checkbox"/> Baseball	<input type="checkbox"/> Softball
<input type="checkbox"/> Soccer	<input type="checkbox"/> Tennis	<input type="checkbox"/> Track	<input type="checkbox"/> Cross Country
<input type="checkbox"/> Golf	<input type="checkbox"/> Swimming	<input type="checkbox"/> Skiing	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Service Clubs	<input type="checkbox"/> Model UN	<input type="checkbox"/> Lacrosse
<input type="checkbox"/> Christian Service	<input type="checkbox"/> Campus Ministry	<input type="checkbox"/> Robotics	<input type="checkbox"/> Mock Trial
<input type="checkbox"/> Coffeehouse	<input type="checkbox"/> Science clubs	<input type="checkbox"/> Diversity programs	<input type="checkbox"/> Other (specify):

References

Provide the name, email address, and telephone number of three persons (other than those who have written letters of recommendation) able to give information about your qualifications for the position for which you are applying.

Name:	Email address and telephone #:	Relationship:

Your answers to the following questions will provide us with information as to the ways you believe you can contribute to Jesuit High School. Upload a separate document with your application including the following questions with your responses.

1. Why do you want to work at Jesuit High School?
2. What do you consider are your major strengths that you bring to this position?
3. How do you feel you could contribute to a student's spiritual growth as outlined in the "Profile of the Jesuit High School Graduate" (found at: www.jesuitportland.org/mission)?

I hereby state that all of the information contained in this application is accurate and complete.

Signature

Date