

New Heights

JOB TITLE:

Registrar

REPORTS TO:

Chief Operations Officer

TO APPLY DIRECTLY WITH NEW HEIGHTS, PLEASE VISIT:

<https://fs20.formsite.com/yNVh1M/u7nq5ocd65/index>

SALARY: From \$45,000.00/year; 12-month position

COMPANY:

Established in 2023, New Heights is an authorized public high school for people 18-50 that has been created to drive multigenerational transformation through lifelong learning and economic independence. Founded by the original experts in adult education in Texas, New Heights provides a new experience for Texans who want to re-engage in their educational journey now that a high school diploma (not a GED), career education, and access to college are more accessible.

The mission of New Heights is to rapidly increase opportunities for marginalized communities by connecting individuals with relevant and impactful high school education, career and technical training, college pathways, and jobs in an environment designed specifically to meet the responsibilities, challenges, and whole person needs of adult learners ages 18-50. New Heights is a collaborative and welcoming learning environment that respects a student's experiences, life circumstances, and goals, providing them an opportunity to develop their own pathway, co-create with peers and teachers, and become more prepared for a career or college.

POSITION SUMMARY:

The primary role of the Registrar is to maintain a system of operations to ensure accurate and current records are maintained for all prospective, enrolled, and former students. This position is responsible for all permanent student academic record-keeping, including compiling, maintaining, and tracking student academic information and records. This position will have an excellent understanding of student record keeping, high school transcripts, credit transfer, and data entry. The Registrar supports the Chief Operations Officer and Chief Academic Officer in meeting educational objectives and adhering to Texas State Standards. This position requires an individual with flexibility and an aptitude for working collaboratively with faculty, students and staff and should possess strong organizational and interpersonal skills, be detail-oriented, self-motivated, and capable of handling intricate projects. This position ensures alignment with campus needs and remains aligned with the New Heights Board, Superintendent, and District priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain and ensure the ongoing accuracy of physical and computerized records (student academics, progress and failure reports, and transcript, testing data, etc.).
- Process new student applications and enrollment records, including requesting transcripts and records from other schools, setting up cumulative folders, and entering student data (academic history, testing, etc.) into appropriate databases accurately and promptly.
- Maintain the accurate collection and oversight of all campus and student data into the Ascender student information system (SIS), including:
 - a. Attendance, grading, scheduling
 - b. Curriculum Master: courses, sections, and
 - c. Meets grade level changes, GPA, and class rank processes.

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- Ensure that campus and student data adheres to PEIMS/TSDS Data Standards and assist campus administration and any authorized contractors with the preparation of reports and student data information as is required for PEIMS/TSDS.
- Prepare and update the campus master schedule and calendars within Ascender.
- Monitor data quality, identify errors, and take necessary steps to correct and update records.
- Communicate with other schools to timely secure student records (transcripts, disciplinary, special education/504/ESL records, and state assessment history).
- Determine best practices for transcript evaluations and transcription into Ascender, including credit mapping out of state/country courses.
- Review and verify student graduation requirement reports and testing history accuracy and to ensure reports are ready for Student Admission Coaches to utilize for graduation planning to be conducted by the end of the student's first term.
- Maintain enrollment information regarding new students, no-shows, transfers, and withdrawals providing weekly and term-end reports to Chief Operations Officer and Chief Academic Officer.
- Complete required beginning, mid, and end-of-term student data entry and processes, including:
 - a. Special programs – special education, English as a second language, 504, homeless, at-risk, pregnancy related services, socio-economic status
 - b. Student information – grade-level, attribution codes, graduation requirement base year, diploma type, census block number, etc.
- Maintain campus student data and schedule changes within the Ascender Student Information System.
- Process and transmit requests for student information, including student transcripts for alumni, colleges, and universities promptly.
- Regularly serve as a resource to campus staff and students regarding transcript questions, grades, and other academic record-related issues.
- Verify all graduates have met state and local requirements for graduation.
- Collaborate with District and Campus staff for the development, implementation, and quality assurance of key processes of student records.
- Maintain and develop high quality work practices, systems, and methods that are effective, efficient, and consistent with New Heights standards, policies, and procedures.
- Evaluate factors that impact student engagement and retention and facilitate activities mitigating attrition.

OTHER DUTIES AND RESPONSIBILITIES:

- Provide stellar customer service by resolving issues, addressing concerns, and maintaining a professional and courteous manner.
- Maintain confidentiality of information.
- Archive and retrieve student records as needed, ensuring adherence to legal requirements and data privacy regulations.
- Comply with policies established by federal and state law, including, but not limited to, State Board of Education and local Board policy.
- Foster a spirit of collegiality with all teams throughout New Heights.
- Practice the effective and quick resolution of conflicts among team members.
- Promote positive and effective communication and collaboration.
- Participate in the preparation, implementation and evaluation of a team budget founded on the needs of the campus and aligned with the New Heights Board, Superintendent and District priorities.
- Assist district and campus staff with outreach and engagement events throughout the school year (periodically at nights and on weekends).
- Perform other duties as assigned to support the success of New Heights.

SUPERVISORY RESPONSIBILITY:

This position does not hold any supervisory responsibilities.

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REQUIRED QUALIFICATIONS & EXPERIENCE:

- Associate degree or equivalent experience in a related field.
- Minimum of 2 years' experience with a Student Management Systems, serving as a School registrar or school office experience.
- Knowledge of course credits and the review process of transcripts.
- Working knowledge of computer programs and accessing internet applications such as Student Information Systems, Microsoft Products, Google Applications, Excel, Microsoft Word, and Internet platforms.
- Strong attention to detail and accuracy in data entry and recordkeeping.
- Collaborative mindset and ability to work effectively in a team-oriented, solution-focused environment.
- Familiarity with TEA reporting requirements, academic course numbers, titles, and diploma requirements.
- Must possess stellar verbal and written communication skills, self-motivated, willing to be a team player and adaptable to shifting priorities.
- Strong sense of professionalism, administrative ability, systemic understanding of developing adult relationships, building trust while utilizing socioemotional approaches, and effective communication/interpersonal skills with adults seeking a return to the educational environment.
- Experience working with adults age 18-50 in urban, non-traditional, and/or adult education setting; Possess understanding of marginalization and how it impacts an individual and the community; Display respect for diversity of thought and have experience implementing thoughtful collaboration within a team and the New Heights community.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Associate's degree from an accredited college or university.
- Two years' experience with Student Information Systems, preferably Ascender
- Prior school registrar or school office experience.
- Knowledge of Texas Charter School systems, data, and rules.
- Knowledge of law, policies, and regulations pertaining to youth and employee records.

BENEFITS:

- Teacher Retirement System
- Annual paid time off
- Health Benefits
- FSA
- Life Insurance

COMPENSATION & SCHEDULE:

- Based on experience and qualifications.
- This is a 12-month position. State and Federal Holidays; School Breaks; PTO.

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NOTICE:

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

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New Heights is a public school and post-offer background check and fingerprinting is required to ensure the applicant meets all eligibility requirements for the position.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Name

Date