

The American School in London

Registrar to the Office of Academic Advising

Reports to: the Director of Academic Advising and College Counseling

Hours: full time

Grade: 6

Overall purpose

The Registrar is responsible for all of the transcripts in a high school with a highly mobile student population, and assists college counselors and deans with many aspects of Naviance and Veracross. The registrar also facilitates ASL students' applications to other schools. At peak periods, the Registrar must be willing and able to put in additional hours to keep up with the demands of students, faculty members and parents.

Summary of duties

- Manage all records for the High School population, developing computer and paper files for approximately 490 students
- Ensure accurate, up-to-date complete transcripts and testing data for all students using a computer database and also maintaining individual student paper files; responding to all requests for transcripts for current and previously enrolled students, and requesting transcripts from new students' previous schools.
- Carry out a quarterly grade verification, working closely with the faculty and high school office.
- Recording National Honor Society designation on transcripts, determine and record eligible Honor Roll recipients.
- Responsible for sending by courier all non-common app college application materials for students - in the fall when applying and then at the end of the year (final transcripts)
- Maintain system maintenance of Naviance, activating new users, overseeing teacher recommendations, uploading students' documents and exam results, inputting GPA's for juniors and seniors and generating reports.
- Oversee process of students applying to transfer to other high schools – teacher and dean recommendations and academic records via online or paper applications. Final transcripts to be sent to all transferring students' new high schools in June.
- Devise appropriate office and computer systems to aid the management in meeting internal and external demands, including honor roll, transcripts, college applications, requests for testing information and all records and forms as needed
- Update yearly ASL curricular information with the NCAA and uploading transcripts as requested for students.
- Assist with creation of college handbooks, miscellaneous forms, and mailings (e.g., , notification of events for HS students etc., and compile weekly entries for Takenote.)
- Responsible for the formatting and look of the college counseling blog – 'eQuill'

- Assist with answering incoming calls to the department, responding to general enquiries and taking accurate messages for all employees in the office
- Manage purchase of books for the office
- Compile records/data for ASL's annual report, and supply regular updates for head of school, board of trustees, advancement office.
- Help with office flow; meeting, greeting, and directing visitors and students.
- Participate in deans' meetings and departmental retreats.
- Participate actively in the life of the School, through attendance at events, committee membership and/or leadership of extracurricular activities
- Any other duties as are within the scope, spirit and purpose of the job as requested by the Director of Academic Advising and College Counselling

Selection Criteria

Essential qualifications/experience:

- A bachelor's degree or relevant qualification
- A flair for accuracy and working with details
- A minimum of two years' experience working as an administrative assistant or similar
- Proficient with computers and a good working knowledge of Microsoft packages (including Excel) and Naviance. Knowledge of Veracross helpful.
- Flexibility and able to work additional hours during peak periods when necessary
- Demonstrably strong organizational abilities, along with excellent oral and written communication skills and the ability to prioritize and focus on detail in a public work station.
- Outstanding collaborative skills and a desire to work in a team-focused environment
- A proven commitment to the safeguarding and welfare of children

Desirable qualifications/experience:

- Experience working in a school or other educational setting
- Knowledge and understanding of international and/or independent school communities

This position description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the role that are commensurate with the job title and salary.

The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. A disclosure from the Disclosure and Barring Service will be requested for all successful applicants.

Diversity and equality of opportunity are cornerstone values of The American School in London.

22/02/17

T/JD/Registrar

