

JOB POSTING

Job Description Title: Registrar & Student Services

Job posted on: February 21, 2018

Projected Start Date: March 12, 2018

The School:

Opened in 2000, Stratford Hall is a non-profit, co-ed, non-denominational, independent K-12 school located in East Vancouver. Through the continuum of International Baccalaureate (IB) programmes, we strive to create well-rounded students who are inquirers and critical thinkers who approach learning with a balanced and knowledgeable perspective. The school culture at Stratford Hall is warm and inclusive and we work hard to build a strong sense of community between students, parents, faculty and staff as a family in learning.

Position Rationale and Goal:

The Registrar maintains, evaluates and ensures the integrity and confidentiality of academic records, and maintains compliance with BC Ministry of Education policies, procedures and regulations.

Ideal Candidate Profile and Qualifications:

Qualifications should include:

- Undergraduate training/degree/diploma in a related field
- 5+ years of related experience; independent school experience preferred as an understanding of, and affinity for, independent school education is a strong asset

For this position, the ideal candidate will have:

- Strong interpersonal communication (verbal and written) skills
- Exceptional computer skills in the Google Suite, Microsoft Office and/or other databases
- Proven ability to work quickly, efficiently and accurately on assigned tasks
- Ability to meet deadlines
- Strong proactive team player, flexible and self-motivating
- Ability to work independently and manage a variety of tasks concurrently

Department: Administration

Reports To: Senior School Principal

Supervises: There are no direct reports for this position

Interfaces with: The entire school community

Key Responsibilities:

- Maintain congruency between the school's Board-approved mission statement and all academic activities

- Manage daily oversight of academic records
- Implement the school's master class schedule, exam and standardized testing schedules, and maintaining daily scheduling of students
- Oversee course change withdrawals
- Maintain complete academic records on all students, including all required inclusions, and paperwork for international students
- Prepare, maintain and send off transcripts to post-secondary institutions for graduates
- Assist with maintaining family, faculty, and student databases
- Responsible for the Ministry of Education ES student audit
- Assisting the Finance Department with the year-end audit, with any requests related to the ES student audit
- Responsible for submitting the 1701 TRAX data submission files to the Ministry of Education
- Assist with the interpretation of transcripts, testing results, and required coursework and examinations for graduation
- Maintaining the student records database and reports card program Senior Systems, and the school curriculum program ManageBac
- Work collaboratively with teachers to integrate educational initiatives and resources
- Make observations appropriately to the Senior School Principal regarding faculty recruitment and development, hiring and retention, and the assignment of faculty
- Serve as a welcoming sounding board to all staff, students, and parents in all matters and general school procedures
- Critical front-line responder in crisis management
- Participate in international trips
- Ensure compliance with legal requirements of government regulations and other regulatory agencies; maintain the educational standards of the school to satisfy accrediting bodies
- Complete annual year-end rollover of student files, ensuring compliance with Ministry of Education best practices
- Operate as the Site-Based Coordinator for Pamoja Education, the school's online elective course provider
- Manage and maintain teaching/administrative supplies and materials
- Responsible for basic maintenance of office equipment (photocopiers, printers)
- Assisting IT with basic and intermediate IT trouble-shooting from students, faculty and staff
- Maintaining the security fobs and keys

Terms of Employment:

Salary will be determined by the Head of School in conjunction with the Director of Finance and Operations and will be commensurate with the employee's experience and training. All other terms of employment not covered in this job description are outlined in the Employment Letter and/or the Employment Agreement.

Application Procedure:

Applications should be addressed to the Head of School, Dr. Sue Groesbeck, and emailed to Ms. Olivia Law at olivia.law@stratfordhall.ca. Please note that due to volume, only shortlisted candidates will be contacted.

To be considered, complete applications should include the following:

- Cover letter stating why you believe you are a great fit for this role in terms of training, experience and character;
- An up-to-date CV/resumé;
- Contact details of at least three references (preferably those that have directly supervised you and can be contacted) either as a separate file or on the CV; and
- Two letters of reference
 - Please note that for child protection purposes, the current supervisor must serve as a reference prior to hiring, although not necessarily at the point of application.

Anti-Discrimination and Respectful Workplace Statement

Stratford Hall guarantees that all employment candidates will have their application considered in a manner that is respectful of individual values and beliefs, free from discrimination based on race, ethnicity, colour, nationality, religion, gender, gender expression, sexual orientation, age, familial status and/or disability as we hire on the merits of skill, qualifications, experience and fit for the program. We are committed to a safe, healthy and rewarding work environment and will not tolerate discriminatory harassment or personal harassment in any interactions connected to work with Stratford Hall School.