



COVENANT
CHRISTIAN ACADEMY

School Registrar / College Counselor (Part Time)

Covenant Christian Academy, a Christian and Classical K-12 independent school, is seeking a qualified administrative school professional to fulfill the part-time role of School Registrar and College Guidance Counselor. *One candidate to fulfill both roles is preferable but the position may be divided between qualified candidates.*

SCHOOL REGISTRAR

Ten - twelve hours a week will be designated for school registrar business included but not limited to the use of the RenWeb School Management Software. Knowledge of student registration, student record keeping, scheduling, reporting and grading procedures will be important. Ability to meet and deal effectively with parents, students, teachers, school personnel as well as the ability to organize and prioritize tasks is required. The ability to communicate effectively orally and in writing, the use of computers and software applications, and the initiative to problem-solve and learn independently will be essential.

Registrar responsibilities include:

- Enter, and maintain, complete and accurate student information into the RenWeb Student Information System, including but not limited to, student biographical changes, academic changes, instructor, records, and course information.
- Extract specific statistical information, and create or request reports, from the RenWeb Student Information System
- Perform all phases of student registration, scheduling, schedule changes and student record keeping, including registering all new students, completing schedules, requesting records from previous school, making permanent record for each student, and other tasks related to registration and student record keeping.
- Work closely with teachers to collect and submit student grades, ensuring accuracy and timeliness.
- Keep records of all new entries and withdrawals, and send requested student records or transcripts, in accordance with established policies and procedures.
- Type correspondence, reports, and other documents and perform various clerical and secretarial functions as required.
- Maintain confidentiality regarding school/workplace matters, and ensure adherence to good safety standards, and state and federal laws.
- Meet and deal effectively with staff members, students, parents, administrators and other contact persons using tact and good judgment. Exhibit interpersonal skills commensurate with an effective team member.
- Model and maintain high ethical standards.

- Represent the school in a positive and professional manner.
- Demonstrate initiative in the performance of assigned responsibilities and keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns from parents, students and colleagues in a timely manner.
- Participate successfully in the training programs offered to increase skill and proficiency related to RenWeb.
- Perform other tasks consistent with the goals and objectives of this position.

COLLEGE COUNSELOR

Ten - twelve hours a week will be dedicated to the role of College Guidance Counselor. The ideal candidate will be a self-starter who can develop a College Guidance program at Covenant that will support students and parents through the college admissions process beginning in the ninth grade. CCA seeks an individual to assist students in choosing the “best fit” schools and presenting applications in an attractive and professional manner. The preferred candidate will have some experience with college admissions and guidance, and possess the knowledge to develop a robust program for our small school.

College Counseling responsibilities include:

- Set clear short-term and long-term goals to advise students in college selection and admission requirements
- Arrange for College Admissions representatives to visit the school
- Assist students with financial aid packets and applications
- Advise and assist students with college writing samples
- Communicate regularly with parents regarding each students’ academic progress and admissions processes.
- Maintain an open-door policy for student and parent communication
- Prepare for and instruct robust a college readiness classes to Juniors and Seniors.
- Conduct parent meetings regarding the college admissions process
- Oversee the use of Naviance for all high school students.
- Provide one-on-one college counseling to Juniors and Seniors.
- Provide college admissions accountability for Seniors.
- Work in collaboration with the registrar to ensure all admissions materials are sent in a timely and secure fashion.
- Work as part of a team with the registrar, Upper School Principal and Dean of Academics and collaborate regularly
- Respond to feedback from formal and informal evaluations by peers and the principal
- Receive and respond appropriately to feedback from students, parents and colleagues
- Participate in school-wide professional development

Candidates for both positions must be willing to sign CCA’s Statement of Faith and Core Values. Must maintain the highest Christian virtue and personal decorum, serving as a Christian role model and

mentor both in and out of school, to students, parents, fellow faculty members and employees in judgment, dignity, respect, and Christian living.

Contract runs: September 2018 through June 2019; contract is on a 10 month cycle.

Compensation: Commensurate with experience

Contact Person: Andrea Bergstrom, Head of School, andrea.bergstrom@ccamail.org

Interested candidates should submit a letter of interest, professional resume, and Christian faith statement.

Submit requested materials to:
Andrea Bergstrom, Head of School
Covenant Christian Academy
83 Pine Street, West Peabody, MA 01960

Position will remain open until filled. Candidate interviews will be scheduled following review of requested material. Position may be filled at anytime through the search process once a desired candidate has been identified.

Covenant Christian Academy 83 Pine Street West Peabody, MA 01960 ph: 978.535.7100 www.covenantchristianacademy.org