

# Job Posting Notice



## Secondary Registrar

Accepting resumes immediately

**Reports to:** Secondary Principal

**Qualifications:**

- Be a born-again believer and in agreement with Mansfield Christian School's philosophy of Christian Education and Statement of Faith
- Be an organized, detail oriented, concise thinker and communicator in customer relations.
- Possess high moral integrity and confidentiality

**Specific Duties:**

- Maintain student records for grades 7<sup>th</sup> – 12<sup>th</sup> in an orderly fashion.
- Implement procedures as directed by the Secondary Principal and College and Career Coordinator.
- Produce class lists, honor rolls, GPA lists, transcripts, report cards, and any other information needed from the student information system.
- Request and send copies of cumulative folders, transcripts, health records, and other needed information for the withdrawal and enrolling of students.
- Creation and printing of NHS and Graduation awards; organizing diplomas, programs and proceedings at the graduation ceremony.
- Organization of Jr. High and High School Academic Awards.
- Assist the Secondary Principal in planning, scheduling and execution of high school programs.
- In collaboration with the Secondary Principal and College and Career Coordinator, create the annual master schedule and student schedules.

**Terms:**

- 40 Hours per week
- 12 months
- Wage to be determined

Send letter of interest and resume electronically to:

**Marty McKenzie**

[mckenzie.matrin@mcsflames.org](mailto:mckenzie.matrin@mcsflames.org)

500 Logan Road

Mansfield, OH 44907

419-756-5651 ext. 210

*Employment at Mansfield Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age, or disability. Mansfield Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Mansfield Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith, lifestyle statement, and the school's declaration and agreement to ethical and moral integrity.*