

Job Posting Notice

Registrar

Accepting applications immediately
Internal posting for 5 days before external posting

Position Type: Support Staff
Start Date: July 2024
Salary: Dependent on experience
Reports to: Secondary Principal
Hours: Full-time employee, 12 months

Qualifications:

- Has a strong testimony of relationship/faith in Jesus Christ
- Agree with Mansfield Christian's statement of faith and core values
- Understand and support the mission and purpose of Christian education
- Demonstrate exemplary interpersonal and communication skills
- Seek opportunities to collaborate with co-workers for the benefit of stakeholders

Responsibilities:

- Maintain student records for grades 7th – 12th, including standardized test scores
- Produce class lists, honor rolls, GPA lists, transcripts, report cards, and other information from the student information system.
- Request and provide copies for the withdrawal and enrollment of students.
- Track student awards and collaborate with administrators on the planning and execution of awards programs
- Organize diplomas, programs, and proceedings at the graduation ceremony
- Assist administrators in the creation of the master schedule; create individual student schedules
- Assist the College & Career Coordinator with the Christian College Fair
- Assist the Testing Coordinator with planning for standardized testing, including communications with parents and testing results.
- Assist the Secondary Office Staff with planning school events such as Veteran's Day Assembly, Secondary Christmas Meal, class retreats, and end-of-year events

Please submit letters of interest and resumes electronically to:

Marty McKenzie, Secondary Principal
mckenzie.martin@mcsflames.org
500 Logan Road
Mansfield, OH 44907

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.