



Stamford American
INTERNATIONAL SCHOOL

Job Description

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Secondary School Registrar	Reference No: 091220
Function/Department	High School	Location: SAIS, Woodleigh Campus
Manager Name & Title	High School Principal	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The Secondary School seeks a detail-oriented and thorough individual to support in generating school records, managing student files, coordinating test scores, creating transcripts, answering parent/student requests for transfer of school records, creating a Master Schedule, Scheduling Student-Parent-Teacher Conferences and scheduling MYP, CEM/IBE and AP/DP mock exams and Exams

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.

Registrar Duties:

- Creates and maintains the Secondary School Master Schedule.
- Generates transcripts and packages materials for school transfer and/or school admission
- Coordinates school records and recommendations for transfers
- Creates hard-copy files for High School
- Helps to manage student records for university applications
- Helps with schedules and course selections in the event of the Academic Dean not being available.
- Registers students for MYP, AP, DP and BTEC courses and exams
- Coordinates payments of all MYP, AP, DP and BTEC courses with Finance Office
- Supports ITC with report card generation and other responsibilities as needed.
- Generates Secondary Honor Roll at the end of each Semester
- Generates Academic Award Certificates
- Coordinates the Secondary Student-Parent-Teacher Conference and Back to School Night schedules
- Manages the MYP, IB and BTEC diplomas and transcripts collection process for both students and graduates. This includes coordinating with Finance and arranging postal services to mail out diplomas and transcripts.
- Verifies and confirms grades of graduates upon request from universities, colleges, and 3rd-party verification companies
- Issues Student Status Letters, Academic Enrolment letters, and VISA Application letters to requesting students and graduates.
- Coordinates new joining students with College Counselors for orientation
- Organizes nominations for Subjects Awards, computes grades, and generates award recipients lists for Honor Roll and Dean's List.

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- Updates the leaving student in the Student Information System according to the namelist from the withdrawal team, and sends weekly updates of the leavers students to relevant parties.
- Updates the Course Description Handbook according to the annual edition of the Course Description Handbook
- Configures and manages the student list and Course catalog for each grade year in the Student Information System prior to the course selection exercise.
- Makes changes to the submissions as per request from students, college counselors, teachers, and academic deans at the end of the course selection exercise.
- Updates approved grade changes into the actual document using Designer software and the student information system after the publication of school reports

Other responsibilities:

- Cover for HS Assistant during her lunch hour
- CEM/IBE assessment (for G11 students)
- Scheduling Mock Exams and Year-end Exams
- Assists College Counseling Office with the postage of University applications
- Ensures that there are enough postal supplies from courier companies to meet operational needs.
- Other duties as needed by the High School Principal

Position Requirements

- Detail-oriented, ability to execute
- Organized
- Taking initiative
- Remain calm under pressure
- Flexible and adaptable
- Thorough, comprehensive, with an ability to multitask
- A sense of humor
- Good command of English with clear, concise verbal communication skills
- Demonstrates the Stamford Values – Integrity, Courage, Ingenuity and Compassion

Qualifications

- Bachelor's degree
- At least 3 years of experience managing school records, experience with event planning or test planning
- Proficient in Microsoft Office and Google Suite;
- Will need to learn other school IT systems such as iSams; MyStamford; PowerSchool; Power Scheduler; Unified Classroom; Sales Force (or equivalent platform); ManageBac; and Cialfo

Contacts

- Academic Dean, Parents and students, IBDP/AP/MYP Coordinator, High School and Middle School Principals, Deputy Principals, Students, university and admission offices, and CEM/IBE

Working Conditions

- School Environment
- Will be required to work independently and as part of a collaborative team effort
- During peak times of student transfers and university applications, additional support may be required.

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days
- Medical Benefits: Local medical insurance provided the applicant is not currently covered
- Sick Leave/Hosp: 14 days sick leave and 60 days hospitalization leave, including sick leave
- Probation Period: 3 months from the date of commencement
- Referee request: Required
- Background Check: Required

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SAIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, SAIS' holding organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

We regret that only shortlisted candidates will be notified.