BRENTWOOD ACADEMY

Staff Job Description – Registrar and Testing Coordinator

Brentwood Academy is interested in hiring individuals who are conspicuously in support of student success and who desire to nurture and challenge each whole person – body, mind, and spirit – to the glory of God.

The Characteristics of a Brentwood Academy Registrar and Testing Coordinator:

- ❖ Reflects a personal relationship with Jesus Christ in thought, word, and deed
- ❖ Understands, embodies, and cultivates a full-orbed understanding of each whole person – body, mind, and spirit – to the glory of God
- ❖ Is a consummate professional
- ❖ Is an effective communicator, both orally and in writing, with students, parents, colleagues, and other professionals in a timely manner
- ❖ Is a collaborative and unifying team-player
- ❖ Is collaborative, confidential, coachable, and a determined optimist
- ❖ Is highly organized, fastidious about details, loves spreadsheets, and cares about careful implementation of procures
- ❖ Is a consummate learner and is excited about coming up with creative and innovative solutions

Qualifications

- ❖ Bachelor's degree from an accredited institution
- ❖ Highly experienced with the Microsoft suite
- ❖ Overt agreement with BA's mission, statement of faith, and code of conduct

More Details:

As Registrar, the primary responsibility is to coordinate the course registration process, ultimately producing the "Master Schedule" of student and teacher class schedules. Additional responsibilities related to course scheduling include managing and advising students' schedule change requests at the beginning of each semester. Throughout the year, the role of Registrar also oversees and publishes "in-house" academic documents for current students, as well as manages transcript requests and education verification for former students and alumni. The Registrar also reviews academic records,

manages transfer credits, and coordinates the course selection process for all incoming new Upper School students.

As Testing Coordinator, primary responsibilities include planning overall testing logistics, securing testing locations, training and overseeing proctors, and organizing testing supplies/materials. There are three testing "events": CTP5 (Grades 6-9), PSAT (Grades 9-11) and AP Exams (Grades 10-12). This seasonal role involves communication and collaboration with administration, faculty, technology support, maintenance, and various staff members to ensure smooth testing logistics. Additional management includes working within the College Board platform to fulfill necessary requirements for PSAT and AP Course/Exam related tasks and deadlines throughout the year.