



Leave a Legacy: Make a difference with Achievement Prep

## REGISTRAR

Achievement Prep is an award winning, high-performing, college-preparatory public charter school located in Southeast Washington, DC. **Our flagship, Tier 1 middle school campus serves approximately 400 scholars in grades 4-8. We opened our elementary campus in August 2013 where we currently serve 275 scholars in grades kindergarten through third.** Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, in college and beyond. Achievement Prep plans to continue its impact by adding additional campuses over the next three years.

### Position Overview

The Achievement Prep Registrar provides oversight and support of the school's student information systems and associated data contained therein. The Registrar has significant experience executing various data-management responsibilities including enrollment, attendance and scheduling, and data exports for compliance and analysis for school leaders, staff and teachers. The Registrar is responsible for managing the admissions, registration and records maintenance processes for enrollment and attendance.

**Reports to:** Campus-Based Operations Manager (working closely with campus and network staff and leaders regularly)

### Responsibilities include, but are not limited to, the following:

#### Student Information

- Develop, implement and maintain student enrollment and scheduling procedures
- Register students and create student schedules
- Manage report card, progress reporting and student transcripts
- Manage ongoing student schedule modifications including adds/drops/changes
- Develop systems for the capture and maintenance of critical compliance-related student data (e.g. race/ethnicity, DOB, ID Numbers, contact information)
- Generate reports from PowerSchool

#### Attendance & Discipline

- Reconcile late arrivals, absences, and discipline to attendance data
- Maintain school attendance records (i.e. daily attendance, tardy and early dismissal log)
- Verify that teachers are inputting class attendance on a daily basis
- Maintain accurate electronic and paper records of student discipline information
- Coordinate with Deans to communicate discipline information with caregivers via email/postal mail
- Enter and report all truancy information to proper agencies and provide truancy data to the Operations Department
- Routinely run attendance and discipline reports to review for data quality

#### PowerSchool Administration

- Manage school staff accounts and access
- Develop report templates and instructions for use by end-users

#### Data Management

- Reconcile data between PowerSchool and other systems
- Extract data from PowerSchool and connected systems for compliance reporting to Public Charter School Board and state/federal agencies
- Other duties as assigned

*Achievement Prep Network Office*

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[achievementprep.org](http://achievementprep.org)

**Qualifications:**

- Extensive experience with PowerSchool 7.x required (e.g. registration, enrollment, GradeBook)
- Working knowledge of spreadsheet software (e.g. Excel) for data analysis required (including data functions)
- Self-motivated and able to independently manage and prioritize multiple projects and tasks, as well as work closely with a team when required
- Relentless achiever: sets high goals and meets or exceeds them using excellence as his/her guide
- Ability to work in a dynamic, fast-paced environment and adept at developing relationships with various constituencies within the Achievement Prep network
- Entrepreneurial spirit
- Flexibility
- Willingness and ability to play different roles at the school, and to go above and beyond to meet the varied and constant needs of the scholars of Achievement Prep
- Model positive and healthy character traits and habits, such as being organized, consistent and understanding
- Unquestioned integrity and commitment to the Achievement Prep mission and willingness to serve the Achievement Prep community
- Committed to the belief that all scholars can learn

**Hours/Commitment:**

We believe that more time on task helps our scholars and teachers achieve great results and for Achievement Prep to be a great school. Our scholars attend school from 8am to 5pm Monday, Tuesday, Thursday, and Friday, and 8am to 1:30pm on Wednesdays. All Achievement Prep staff close the achievement gap from 7:30am to 5:00pm Monday through Friday.