



ACHIEVEMENT PREPARATORY ACADEMY

Building a Foundation to Leave a Legacy

Registrar

About Achievement Prep:

Achievement Prep is an award winning, high-performing, college-preparatory public charter school network 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 250 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.

Position Overview:

The Achievement Prep Registrar will provide oversight and support of the school's student information systems and associated data contained therein. The Registrar will have 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: The Registrar position will report to the Operations Manager and will work closely with campus and network leaders, teachers, and the intervention/social work team on a regular basis.

Responsibilities:

Student Information

- Develop, implement and maintain student enrollment and scheduling procedures
- Register students and creates student schedules
- Manage report card and 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 and 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
- Maintains accurate electronic and paper records of student discipline information
- Coordinate with the 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 runs attendance and discipline reports to review for data quality

Achievement Preparatory Academy

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PowerSchool Admin

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

Data management

- Data reconciliation between PowerSchool and other systems
- Extract data from PowerSchool and connected systems for completion of compliance reporting to PCSB and state/federal agencies

Other duties as assigned

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)
- Must be 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
- Possess an entrepreneurial spirit, be flexible, willing and able 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