

College & Career Counselor / Registrar

Department:	Academic Affairs / Upper School
Reports To:	Upper School Head
FLSA Status:	Exempt
Employment Term:	Full-time, 12-month
Faith Commitment:	Required — see Qualifications below

POSITION SUMMARY

The College & Career Counselor / Registrar serves Upper School students and families by guiding them through the college and career planning process from a biblical perspective, while also serving as the school's official custodian of academic records. TKA currently serves 373 day students and 51 boarding students — a boarding population that continues to grow — in grades PreK3 through 12. This position requires both relational skill — walking alongside students as they discern their God-given calling — and administrative precision in maintaining transcripts, schedules, and enrollment data that meet state, accreditation, and college-admission standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

College & Career Counseling

- Advise Upper School students and families on college search, application strategy, essays, and admission decisions, integrating a biblical view of vocation and calling.
- Coordinate administration of college-entrance and standardized testing as the school's site administrator, including registration, applying for accommodations, and score reporting.
- Write and coordinate counselor letters of recommendation and complete school-report forms required by college applications.
- Organize college fairs, admissions-representative visits, financial-aid nights, and related family programming.
- Guide students and families in exploring financial aid, scholarships, and the FAFSA process.
- Coordinate dual-enrollment and associate-degree pathway participation with partner colleges.
- Advise student-athletes and families on NCAA Eligibility Center registration and requirements.
- Lead career-exploration programming, including interest inventories, career day, and job-shadowing opportunities.
- Track and report college acceptance, matriculation, and scholarship data for school records and accreditation.

Registrar

- Maintain complete, accurate, and secure academic records for all students in accordance with FERPA.
- Build the Upper School master schedule and manage individual student course schedules each year.
- Process transcripts and records requests for current students, alumni, and transferring students.
- Evaluate incoming transcripts and course equivalencies for transfer and international students.
- Calculate GPA, class rank, and determine honor roll and graduation eligibility each term.
- Produce report cards and progress reports each grading period in coordination with faculty.
- Maintain records for the school's homeschool umbrella program, where applicable.
- Support enrollment and academic recordkeeping for the school's growing boarding and international student population, in coordination with the International Admissions and Business Office.
- Manage the student information system and ensure data accuracy for state, accrediting bodies, and internal reporting.
- Prepare diplomas and certify graduation requirements are met for each graduating senior.

General

- Model Christ-like character and serve as a spiritual mentor to students in both formal and informal settings.
- Maintain strict confidentiality of student records and family information.
- Collaborate with teachers, administrators, and the Business Office on scheduling, records, and reporting needs.
- Perform other duties as assigned by the Head of School or designee.

QUALIFICATIONS

Spiritual and Character Qualifications

- A personal, growing relationship with Jesus Christ and an active member of a local, Bible-believing church.
- Agreement with and willingness to sign TKA's Statement of Faith and to model a biblical worldview and lifestyle consistent with school policy.
- A demonstrated heart for discipling and mentoring students in their spiritual and vocational growth.

Education and Experience

- Bachelor's degree required; Master's degree in school counseling, education, or a related field preferred.
- Prior experience in college counseling, school registration/records, or admissions strongly preferred.
- Familiarity with student information systems and college-counseling platforms (e.g., SCOIR, Naviance, or similar) preferred.
- Working knowledge of NCAA Eligibility Center requirements, a plus.

Knowledge, Skills, and Abilities

- Exceptional organization, accuracy, and attention to detail in records management.
- Strong written and verbal communication skills with students, families, and college admission offices.
- Ability to maintain confidentiality and exercise sound, discreet judgment with sensitive student data.
- Comfortable working with a culturally diverse, international student population.
- Proficiency with standard office and database software; ability to learn new systems quickly.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position is primarily performed in a standard school office and classroom environment. The employee must be able to sit or stand for extended periods, use a computer for extended periods, and occasionally lift materials up to 25 pounds. Some evening and weekend work is required for testing administration, college nights, and admission events.

ACKNOWLEDGMENT

This job description reflects the general nature and level of work performed and is not an exhaustive list of all duties, responsibilities, and qualifications. The King's Academy reserves the right to revise this description at any time.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____