



JOB DESCRIPTION

Registrar (Time Table and Student Records Management)

JOB TITLE: Registrar (Time Table and Student Records Management)

REPORTING TO: Head of Upper Years

PURPOSE OF THE JOB:

To maintain enrolled students' academic records in ManageBac. This includes grade, attendance, transfer and records etc. The registrar oversees the enrollment process for new students, gathering all required information, while also coordinating class schedules and resolving scheduling conflicts. Additional duties may include preparing honor roll, award lists, student enrolment on IBIS, and planning commencement activities.

DUTIES AND RESPONSIBILITIES:

Primary Responsibilities

- Lead timetabler, currently using Managebac along with Edval.
- Note: Woodstock School operates a combined Middle Years/Upper Years schedule with crossover teachers also teaching in a modified Early Years schedule. Classes include both blocks (doubles) and single periods, in a complex matrix with students selecting their own courses in Upper Years.
- Resolve student schedule conflicts and ensure accurate schedules are provided for faculty and students.
- Make recommendations to administrators regarding scheduling, resource allocation, and timetabling software to match the school's priorities and preferences.
- Work with teachers, HODs and administrators to understand priorities, preferences, train and resolve issues involving scheduling and use of Managebac.
- Lead implementer and onsite trainer of learning management system Managebac, to create a calendar with assigned tasks for annual review of settings.
- Collaborator with Admissions, ICT and other teams to setup and use data storage and reporting functions of Open Apply in replacement of former student management system.
- Learn the functions of producing, storing, publishing and sharing report cards, transcripts, and academic records.
- Assist with the Awards Committee, awards production, setup and distribution in Awards ceremonies.
- To register students on IBIS through ManageBac.
- Must possess ability of tracking the credit requirements for the Woodstock School's U.S. Diploma.
- Must be able to keep a track of academic progress of students and sending the letters of concern to parents.

QUALIFICATIONS REQUIRED:

- University graduate.
 - Initiator, strong problem-solver and analytical thinker.
 - Clear written and verbal communicator in English.
 - Experienced admin user of ManageBac, EdVal, AssessPrep and Maia Learning.
 - Exposure to timetabling software and solutions for international schools.
 - Experience working in dynamic, complex international schools with multinational student and faculty.
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- Ability to work independently, collaboratively and respectfully with all levels of the organization, staff and Students.
- Experience designing complex timetables in international schools.
- Exposure to alternate timetabling solutions and software.

SKILLS:

- Excellent written and verbal communication skills.
- Ability to handle work pressure, especially during critical periods.
- Ability to work independently.
- High level of teamwork skills.
- Proficiency with computers.
- Research and action oriented.

APPLICATION DEADLINE: Applications will be reviewed as they are received, so interested candidates should apply at once.

HIRING PROCESS:

- Interested applicants should apply through <http://www.woodstockschool.in/careers/>
- Shortlisted candidates will be interviewed by the hiring committee via zoom

JOINING DATE: At the earliest.
