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JK-12 Registrar and Manager of Standardized Testing (12-month Position)

Exciting Opportunity at Francis Parker School in San Diego, California

Francis Parker School is seeking an enthusiastic, dedicated, and passionate educator who shares its core values: Students First, Academic Excellence, Global Perspective, Strength of Character, Inclusive Community, and No Limit to Better. Collegial and collaborative, Parker faculty create a learning environment that is dynamic and engaging. Parker faculty are content and pedagogical experts who invest in professional growth generously supported by the School. Importantly, Parker's unwavering commitment to being a diverse, equitable, and inclusive community creates a culture of respect for all.

If Parker's values and school culture resonate with you, we encourage you to consider this opportunity.

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

The Registrar and Manager of Standardized Testing has primary accountability for all student records and standardized testing at Francis Parker School. The Registrar and Manager of Standardized Testing ensures the accuracy of student transcripts, interfaces with Universities, Peer Schools, and Governmental Agencies in all matters related to student records. With the support of several complementary roles within the school, the Registrar and Manager of Standardized Testing supervises and manages the implementation of the ISEE, CTP, PSAT, Practice ACT, and AP Exams for the School, arranges for student accommodations based on established learning profiles, and is responsible for any related programming.

Essential Duties/Responsibilities:

- The Registrar and Manager of Standardized Testing is responsible for setting the vision and stewarding the implementation of all processes and procedures related to the curation of student records in compliance with Parker's Document Retention Policy, including, but not limited to:
 - In collaboration with Divisional Leadership, the Dean of College Counseling, Director of Admissions and Financial Assistance, and the Director of Instructional Technology and Information Systems, maintain complete and accurate student records for all students and alumni of Francis Parker School.

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
San Diego, CA 92103

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- Maintain student files related to grades, records and test results
 - Maintain confidential files and records
 - Process new and transfer students; request records/transcripts from previous schools, submit proper forms and information to the Academic Dean and Admissions Office
 - Withdraw students according to established procedures; complete required forms and submit to Divisional Leadership and Admissions Office, and new school, as requested
 - Process and transmit transcript and records requests for current students, alumni, scholarship programs, CIF/Athletic programs, employers and government agencies
 - Perform education verifications for requesting employers, government agencies, and other external programs
 - For the ISEE, CTP, PSAT, AP, and non-standard ACT and SAT exams, test administration may require more hours in a day or week than usual.
- The Registrar and Manager of Standardized Testing oversees all aspects of implementing the ISEE, CTP, PSAT, Practice ACT, and AP Exams for the School and assists with related programming. Specific duties include, but are not limited to:
 - Collaborate with the communications team to ensure calendared dates and related information are effectively disseminated to the school community.
 - Collaborate with the technology team and divisional leadership to plan all aspects of the standardized testing program.
 - Obtain rosters for all students eligible to take the exam.
 - File all necessary reports to the testing agencies to secure administration of the exams.
 - Secure Practice ACT exams and arrange for the scoring of these exams.
 - Order all exams by the stated deadlines set by the testing agencies.
 - Coordinate with the Head of Student Success and Wellness to facilitate all requirements necessary to support students who have testing accommodations (i.e. extended time, large block print, private rooms, etc.)
 - Organize and oversee the administration of testing accommodations and file all accommodation reports to the testing agencies.
 - Coordinate with the business office to secure payment options for test takers.
 - Hire and train all proctors to oversee the administration of the exams.
 - Update and train teachers on administration protocols (i.e. world language recordings, submission of art portfolios).
 - Coordinate with the facilities department to arrange all spaces for exams, including off-campus sites. Specific items include, but are not limited to:
 - Order tables, chairs, and additional equipment necessary for the administration of the exams.
 - Order food and beverage for students and proctors as needed.
 - Receive all exams – count and secure exams in locked spaces. Alert security to add extra oversight of the area.
 - Oversee the exam registration process.

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- Assign all students and proctors to specific locations for exam administration – both regular administration and for those with accommodations.
- Manage all proctors and oversee their daily schedules.
- Proctor exams as necessary.
- Coordinate with the Director of Instructional Technology and Information Systems to oversee the set-up and submission of world language exams.
- Count, pack, and ship all exams by the deadlines set forth by the testing agencies.
- File all required reports to the testing agencies (i.e. non-standard administration, irregularity reports).
- Ensure that all exams are administered according to the guidelines set forth by the testing agencies.
- Oversee the administration of all Late-Testing exams.
- Train teachers, counselors and administrators to access AP scores and reports.
- Serve as Parker's point person for the AP program
- Oversee the accurate data entry of test scores and student information into appropriate database
- Responsible for interfacing with testing entities to apply for testing accommodations based on a learning profile on file with the School.

Qualifications:

- Bachelor's degree required
- Previous employment as a school registrar strongly preferred
- Knowledge of specialized college counseling office software and college process strongly preferred
- Previous experience as a testing coordinator strongly preferred
- Excellent written and verbal communication skills required
- Strong attention to detail required
- Excellent interpersonal skills required

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Salary Range for this position: \$80,000 - \$100,000 per year, based on experience.



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Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, transcripts, and a completed [employment application](#) should be submitted electronically to: parkerjobs@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

[Please indicate which position you are applying for in the subject line.](#)

<https://www.francisparker.org/about-us-/employment>

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