



Lake Highland Preparatory School Position Announcement

Registrar

About Lake Highland Preparatory School

Lake Highland Preparatory School is Central Florida's premier, private, college preparatory school for Pre-K through 12th grade. When students enter our classrooms, they meet energetic educators who are passionate about what they teach and who focus on developing the greatest potential of each student. Our classes are small, providing the optimal setting for students to be encouraged and inspired.

At Lake Highland Preparatory School, students learn to question, create, challenge, analyze, and speak and write critically. They love learning, and each day we watch them reach for excellence, seek new discoveries, shine on the stage, and thrive in athletics. We not only prepare our students for success in college and beyond, but we also teach them to be compassionate leaders who make ethical decisions.

Mission

Within an atmosphere of love, concern, and mutual respect, Lake Highland Preparatory School is committed to instilling Christian values, inspiring patriotism, developing leaders, and preparing students for college and lifelong learning through academically challenging programs and affirming competitive experiences.

Vision

Lake Highland Preparatory School develops and empowers students with noble character, keen intellect, and an enduring love of learning to thrive in a highly competitive, widely collaborative, and ever-changing world. The school's "whole child" approach fosters confident, competent, and functional citizens who are intellectually, physically, emotionally, and spiritually prepared to pursue their dreams, achieve their full potential, and successfully cope with life challenges.

Summary

The Registrar coordinates student registration services at Lake Highland Preparatory School in Upper School, Middle School, Lower School, Athletics, and Admissions. These responsibilities include, but are not limited to, recommending, developing, coordinating, and implementing processes, systems, and technologies that enhance student enrollment, records maintenance and retrieval, registration, progression toward a diploma, and culminating in graduation from Lake Highland Preparatory School. Other responsibilities include the analysis of transfer students' transcripts, data evaluation and submission for the National Merit Scholarship Program, Florida Bright Futures, and the NCAA, and facilitation of the student withdrawal process.

This is a full-time, fully benefited, exempt, 12-month position.

**Education/Experience**

- Bachelor's degree or equivalent from an accredited institution
- Minimum of three to five years of experience performing Registrar functions or related experience
- Excellent verbal and written communication skills
- Strong organizational skill and ability to prioritize work and act independently
- Utilization of critical thinking and problem-solving skills
- Ability to work collaboratively with others in a complex setting
- Strong interpersonal skills with a commitment to teamwork and customer service
- Must have or be willing to acquire knowledge of academic transcripts
- Must have strong computer skills with the ability and desire to build on these skills; MacBook proficiency preferred
- Must have strong working knowledge of, or be willing and able to learn PowerSchool, Canvas, and similar educational software programs

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

Background Screening: LHPS conducts background checks, including fingerprinting and drug testing and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act.

Lake Highland Preparatory School is an Equal Opportunity Employer. We encourage applicants from underrepresented groups to apply.