



**REGIS CATHOLIC SCHOOLS  
JOB DESCRIPTION  
ACADEMIC AND CAREER PLANNING COORDINATOR  
– REGIS CAMPUS**

**QUALIFICATIONS:**

- Approved by Principal
- Degree in teaching or school counseling
- High level of proficiency working in Skyward
- Exceptional organizational and clerical skills
- Good communication skills, tactful and considerate; ability to work well with staff and others
- Functions well under pressure; reacts calmly in emergencies and stressful situations
- Trustworthy, respects confidentiality appropriate to position
- Demonstrates loyalty to school/system/Diocese

**REPORTS TO:** Principal

The Regis Academic and Career Planning Coordinator is an administrative professional whose duties include student scheduling and the maintenance of student records. These records include, but are not limited to, attendance records, immunization records, grades, and transfer information. They will also be called on to handle reporting duties, take care of transcript requests, maintain schedules, prepare documents, and inform administration of possible upcoming issues.

**JOB RESPONSIBILITIES:**

1. Working with the Principal and School Counselor, responsible for building the master schedule of courses for students.
2. Obtain input from staff members as to recommendations for student placement when appropriate and, by the last week of July, have a working schedule created for the following year using the students already registered.
3. Based on master schedule provide recommendations for consideration to Principal/Human Resources to help determine staffing needs.
4. Perform recordkeeping functions appropriate to the school and legal requirements for student permanent academic records.
5. Run credit checks to verify graduation requirements are met.
6. Maintain spreadsheets regarding college applications sent, applied to, and accepted.
7. Use Skyward to print reports, schedules, transcripts, do master schedule modifications and updates in Skyward (such as entering all 8<sup>th</sup> graders into HS entity and making sure 8th grade Spanish counts as high school credit).
8. Update transcripts with college level classes, WIAA physical education waiver, test scores, grade changes, graduation dates, and related information for current students, as well as international and transfer students.
9. Update agreements with community partners (i.e. Chamber, CVTC, ECASD, etc)
10. Enter grades for classes including distance learning and college level courses.
11. Test proctor for students who miss Distance Learning, Medical terminology, or Anatomy classes. Must also print and distribute tests, then scan and send them back to instructor).

12. Inventory textbooks for distance learning classes, textbook distribution, and collection for distance learning classes.
13. Prepare and mail preliminary and final transcripts for current students. Send transcripts for former students as requested.
14. Assist with monitoring and recordkeeping of standardized tests and results.
15. Monitor attendance and send truancy letters when required.
16. Verify eligibility for students in National Honor Society and athletics.
17. Maintain NCAA portal.
18. Collect money and forms for field trips, Early College Credit classes and distance learning courses.
19. Provide graduation verifications for former students.
20. Keep office files organized and updated, maintain inventory of supplies, and order as necessary and approved.
21. Assist with student registration and schedule changes.
25. Create certificates for 8<sup>th</sup> grade promotion for all students who are awarded a scholarship and/or who earn 3.5 and above.
26. Keep in confidence any administrative, faculty/staff, or parent discussions/decisions.
27. Maintain professional, cooperative, and friendly relationships with students, parents, visitors, and all staff.
28. Demonstrate support of fellow employees and administration through actions and comments.
29. Attend meetings, workshops, conventions, and training sessions when needed.
30. Assist other RCS office staff during peak work periods and staff absences.
31. Perform other duties as necessary to the position and as specified by the Principal or Regis School Counselor.

I have read and understand the responsibilities connected to the position of Regis Academic and Career Planning Coordinator. My signature below indicates that I am ready to accept all these duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date