Rockbridge Academy
Job Description for: IT Coordinator and Registrar
November 28, 2022

Reporting: Reports to the Director of Operations and Finance

This position is full time from August 10 to June 20, and as needed during the remainder of the summer months.

Responsibilities:
1. Strategy & Planning
● Lead IT planning, including planning projects, and organizing allocation of resources.

2. Acquisition & Deployment
● Report on, and make recommendations to improve, the IT infrastructure and systems.
● Recommend IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
● Develop requests for proposals for new services.
● Assist the Director of Finance as necessary in the negotiation and administration of vendor, outsourcer, and consultant contracts and service agreements.

3. Operational Management
● Monitor, maintain, enhance, upgrade, troubleshoot and support all IT systems, including servers, PCs, operating systems, hardware, software, and peripherals.
● Oversee provision of end-user services, including help desk and technical support.
● Manage Google for Education
● Manage the school's WiFi network
● Keep current with the latest technologies.
● Oversee IT projects.
● Track IT hardware, software, and equipment assets.
● Be on-site and available for events that require technology support.
● Train new hires and returning staff on the use of technology, including FACTS SIS.

4. Registrar
● FACTS SIS/Database Management
○ Setup and manage courses/class sections.
○ Enroll students in classes.
○ Update grammar and upper school schedules and alpha list.
○ Setup and manage staff accounts.
○ Manage security permissions.
○ Trouble-shoot issues for staff and parents.
○ Manage Family Portal
● Student Record Management & Enrollment Tracking
○ Manage student files.
○ Track enrollment and re-enrollment in FACTS SIS
○ Supervise printing and distribution of report cards.

- Manage student immunization forms.
- Assist Health Room with preparation of student emergency forms for classrooms.
- Submit annual immunization and enrollment surveys to the County

5. Miscellaneous
- Attend weekly admin meetings.
- Attend All Staff Meetings and staff trainings.
- Other duties, as assigned.

Short JD:

The IT Coordinator and Registrar's role is to ensure a streamlined operation of IT at Rockbridge Academy. This individual will plan, coordinate, direct, and design IT activities and needs of the organization, as well as provide administrative direction and support for daily operational activities of the IT department. The IT Coordinator will work closely with the Director of Finance, Headmaster, and other administrators to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the school. This person will define and implement IT policies, procedures, and best practices. As Registrar, this person will maintain the SIS database, perform registration and enrollment protocols, maintain student records, and assist with database oriented safety and compliance procedures.