**REGISTRAR**

***Classification:***Hourly Position

*Reports to:* Kid Care Director

*Qualifications:* Christian, College graduate (Associate degree or comparable qualification), experience in an office environment, detail oriented, strong communication and computer skills, ability to multitask, accuracy in data entry, and a love for children and a desire to do what is best for them. Exodus 9:16

***Responsibilities:*** Primarily responsible for: the smooth operations of the Kid Care office and supporting upper management with a joyful heart and helpful spirit in the ministry of weekday education in order to cultivate relationships; securing substitute teachers when needed; staffing and supervising AM/PM Troopers. Professionalism and confidentially are a must.

Duties include but are not limited to:

1. Maintain student files and make sure the files meet state guidelines.

2. Collect monthly tuition and registration fees, as necessary.

3. Coordinate with Asst KC Director regarding billing discounts.

3. Communicate necessary Kid Care related information to staff and parents.

4. Oversee registration, enrollment, attendance, and day-to-day interaction with parents and students.

5. Recruit, train, and supervise substitutes and Troopers.

6. Work with KC Director to ensure we are fully staffed on a daily basis, including Troopers.

7. Secure childcare coverage for staff work days, training days, and Fun Fridays.

8. Implement and oversee Trooper procedures to ensure all children are accounted for at all times.

9. Encourage, support, and assist AM/PM Troopers.

10. Support staff members and Kid Care Ministry.

11. Attend 24 hours of professional conferences and/or workshops.

12. Attend KC staff meetings and special events.

13. Pray for and with KC staff, children, and families as needed.

14. Minister to staff and KC families to help them make connections to CCC and

 grow spiritually.

15. Understand and adhere to the minimum standards for childcare facilities in the state of Texas, as well as KC Policies.

16. Perform any other assignment the Director or Assistant Director deem necessary.

\*To ensure the safety and well being of the children, all staff must be physically able

 to bend, squat, kneel, run, climb, and lift/carry 40 lbs.