



**CAPTAIN GILMER
CHRISTIAN SCHOOL**
A Ministry of FAI

Overview of Role

Position:	Registrar & Student Accounts Manager	Department:	Captain Gilmer Christian School
Class:	Full-Time	Wage:	Hourly, DOE (see FAI Wage Scale)
Status:	Hourly Non-Exempt	Reports to:	Elementary Principal, CGCS
Notes:	Benefit eligible on date of hire.	Revised:	04/30/2026

Our Mission:

We are a growing community of believers operating schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.

Our Vision:

To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable educational model and resource for Christian leaders.

Captain Gilmer Christian School's Mission:

To be anchored in Christ, using a biblical foundation to promote academic excellence.

Captain Gilmer Christian School's Vision:

Captain Gilmer Christian School strives for students to become their best by reaching both academic and relational goals through discovering servitude locally and abroad, being distinctive in academic achievements, and living out the gospel.

Why:

- We desire to create and maintain a community of engaged stakeholders by balancing well-rounded academics, a safe learning environment, and caring faculty/staff who work together to unite biblically-based education that is grounded in Christian values, ethics, and morals with a uniquely Seventh-day Adventist worldview, anchored in the hope of Christ's soon return.
- We seek to fully engage with each individual student, both in and out of the classroom, partnering with the parent(s) and others to encourage the development of each child to their potential.
- Our goal is the formation of foundational Christianity and the creation of a lifelong link between faith and works, along with an enduring love of spreading and sharing the Gospel of Jesus Christ in each student's daily walk with Him.

How:

Performs a broad range of academic, administrative, and registrar functions, including both routine and non-routine tasks. Serves as a primary point of contact for students, families, faculty/staff, and alumni:

- Maintain accurate student records (grades, report cards, contact, and financial information) in Blackbaud; manage transcripts, recommendation letters, and registrar communications.
- Support graduation, promotions, and core registrar functions.
- Communicate effectively with stakeholders through platforms such as ClassDojo and Blackbaud to promote student success and community engagement.
- Represent and articulate the school's mission and vision; conduct tours, respond to inquiries, and serve as a community ambassador and recruiter.
- Collaborate with faculty/staff to plan and implement programs, processes, and services that support school operations and mission attainment.
- Assist in planning and executing school events, field trips, and activities; provide logistical and administrative support.
- Manage student financial accounts, including billing, payments, receipting, and vendor invoices, ensuring accuracy, compliance, and strong financial stewardship.
- Support front-office operations, including traffic flow, communications, scheduling, and general clerical duties; assist with transportation coordination and daily arrival/dismissal as needed.
- Serve as a point of contact for incident/accident reporting and assist with insurance claims processing.
- Monitor student health and well-being; respond to basic medical needs, administer medications per guidelines, and communicate with parents/guardians as needed.
- Maintain confidentiality and safeguard sensitive information.
- Participate in committees, meetings, and collaborative problem-solving; help resolve conflicts as needed.
- Promote a positive, Christ-centered school culture through professional conduct, relationship-building, and modeling respect, care, and integrity.
- Support campus safety and the overall well-being of students and staff.
- Perform other duties and special projects as assigned.

What (Qualifications):

- High school diploma or equivalent required; associate degree or higher preferred.
- Minimum one year of administrative or clerical experience in an academic, business, or medical office setting.
- Proficiency with office technology and software (e.g., Blackbaud, Google Workspace, Microsoft 365, communication tools) or ability to learn quickly.
- Strong organizational, communication, interpersonal, and public relations skills; fluency in English required (Spanish a plus).
- Ability to use and follow budgets, coordinate events, and clearly present information on policies and procedures.
- Working knowledge of Windows-based systems and standard office equipment.

- Commitment to Christian values; practicing Seventh-day Adventist preferred.
- Ability to work collaboratively in a team-oriented, drug-, alcohol-, and tobacco-free environment.

Who:

- Reports to the Elementary Principal, Captain Gilmer Christian School. May supervise 1-2 adult employees, and/or multiple volunteers and/or student employees simultaneously.

Expectations:

- Commit to our Shared Mission
- Bring Your Best
- Communicate Clearly and Openly
- Assume Positive Intent
- Support One Another