



ACADEMIC ADVISOR/REGISTRAR/HIGHER EDUCATION AND CAREER PATH SKILLS TEACHER
2026-2027

WCS MISSION STATEMENT

Western Christian School equips students for a life of faith and learning by providing a Christ-centered educational experience highlighted by four key distinctions: academic excellence, nurturing community, enrichment opportunities, peacebuilding & service.

OVERVIEW

Job Title: Academic Advisor / Registrar / Higher Education and Career Path Skills Teacher

Reports to: High School Principal

Position Status: Full Time

Contract Dates: 7/1/26 – 6/30 / (12 month)

Benefits:

- Health Insurance
- Paid time off
- 401K after six months employment
- Tuition benefit for children attending WCS

VISION FOR POSITION

The purpose of this role is to provide support for the academic mission of WCS. This individual in this role is responsible for managing student academic records, teaching college and career readiness courses, and partnering with students, families, and staff to ensure academic progress and success. Flexibility, collaboration, and a heart for student success are essential.

QUALIFICATIONS

Required Personal Qualities:

- Be deeply committed to a consistent daily walk with Jesus Christ and continual growth in your relationship with Him.
- Regularly attend a Christian church that aligns with the WCS statement of faith.

- Exemplify the love of Christ by being a role model in attitude, speech, and actions toward others, and meeting everyday stress with emotional stability, objectivity, and optimism.
- Consistently exemplify servant leadership by demonstrating the Fruits of the Spirit (*Galatians 5: 22-23*).
- Utilize a Biblical and grace-filled approach in handling conflict when it arises.
- Encourage students to accept God's gift of salvation and to grow in their faith.
- Demonstrate the strong passion, spiritual maturity, and leadership abilities to align with and uphold the mission, educational objectives, statement of faith, and core values of WCS.
- Display understanding of professional expectations by maintaining confidentiality with all information.

Experience/Education Qualifications:

- BA/BS preferred
- Prior experience in a school registrar, academic advising, or administrative role preferred
- Commitment to the mission and values of Western Christian School
- Strong organizational and time-management skills
- Excellent communication and interpersonal skills
- Attention to detail and ability to manage multiple tasks
- Comfort working with student information systems and data platforms

Primary Responsibilities

Registrar

- Maintain accurate and up-to-date student academic records, transcripts, and cumulative files
- Manage course registrations, schedule changes, withdrawals, and transfers
- Process transcripts, records requests, and graduation requirements
- Ensure compliance with school policies, accreditation standards, and reporting requirements
- Collaborate with administration on scheduling, forecasting, and academic planning

Academic Advising

- Support students in understanding graduation requirements and academic pathways
- Assist with course selection, forecasting, and academic planning
- Partner with families and administrators to support students experiencing academic challenges
- Monitor student progress and identify concerns related to academic performance

Higher Education and Career Path Skills Instruction

- Teach a required high school course focused on college and career readiness
 - Provide instruction in goal setting, time management, study skills, and organization
 - Guide students through career exploration, including interest inventories and career pathways
 - Support college and postsecondary planning, including applications, essays, resumes, and financial aid processes such as FAFSA

- Teach practical life skills connected to workplace readiness, including communication, professionalism, and interview skills
- Help students develop and maintain a personalized postsecondary plan and portfolio

Progress Monitoring & Reporting

- Coordinate grade checks and progress reports
- Assist with report card preparation and distribution
- Monitor academic data to help identify trends, needs, and areas of support

Collaboration & Communication

- Work closely with teachers, administrators, counselors, and support staff
- Communicate clearly and professionally with students and families