



First Presbyterian Academy Greenville, SC

Job Title: College Counselor and Registrar
Supervisor: Upper School Principal
Subordinate(s): None
Part/Full-Time: Full-Time
FLSA Status: Exempt

POSITION OVERVIEW:

Reporting to the Upper School principal, the College Counselor and Registrar will strive to provide a biblically centric and excellent education to students by pointing the students to Christ as he/she teaches through creating and implementing a flexible program and classroom environment favorable to age-appropriate student learning and development. In doing so, the Upper School College Counselor and Registrar will seek to provide a foundation for future learning and development that is grounded in a Biblical worldview, which develops character in students from varied backgrounds for a lifetime of learning and service.

GENERAL CHARACTERISTICS FOR EMPLOYMENT AT FPA:

- A committed follower of Jesus Christ who loves children and desires to see them walk in the truth.
- Passionate about living out his/her calling through the Christian education of our children.
- Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the FPA website (www.firstpresacademy.com) page.
- Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth.
- A member in good standing at a local, evangelical church.
- Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

QUALIFYING CHARACTERISTICS:

- Faithful in providing a Christian education marked by the biblical integration of faith and academic content.
- Dedicated to excellence in holding to high academic standards while meeting the various needs of individual students.
- Purposeful in providing a safe, inviting, interactive and well-managed office environment.
- Devoted to excellent communication and understands the importance of effective and professional communication with various constituents such as faculty/staff, administration, students, and parents.
- Committed to maintaining an appropriate degree of confidentiality and professionalism.
- Consistent in the use of technological resources to enhance the educational and college application process.
- Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators.

ESSENTIAL DUTIES:

Responsibilities:

- College Counseling
 - Upload and send transcripts and supporting documents in Naviance to colleges and universities
 - Write Counselor Recommendations for each student in the senior class
 - Create schedule and manage college representative visits to campus
 - Plan and lead college visits with the Junior Class

- Plan and execute the Senior Retreat/College Application Bootcamp
- Schedule individual meetings with Juniors in the Spring of their Junior Year to create college list
- Meet with seniors individually in the fall to develop application plans
- Organize Spring event for parents and students
- Implement Naviance plans for 9th and 10th
- Coordinate with Revolution Prep to host two full length practice exams for juniors in the fall and spring
- Assist Student Program Coordinator in the Palmetto Fellows reporting process
- Pass along scholarship information to seniors and parents
- Nominate Juniors for any junior fellows programs in the spring
- Attend counselor events in the Greenville County area to learn updates from school students are applying to
- Attend counselor workshops for College Board and ACT to stay up to date on changes to tests
- Manage all application data in Naviance
- Send final transcripts and reports to colleges after graduation
- Gather end of year data on applications, acceptances, scholarship amounts, and college matriculation data.
- Help in the creation the annual Upper School academic schedule in conjunction with Upper School Principal
- Help in the maintenance or update the Curriculum Guide with course offerings
- To assign and enroll students in their classes (Upper and Lower School)
 - To oversee the course request process (High School)
 - To oversee elective requests each semester (Middle School and High School)
 - To oversee AP/Honors course placement and teacher recommendations
 - To oversee the Drop/Add period (Middle School and High School)
- To ensure High School students are completing their required course of study and meeting all graduation requirements.
 - Complete annual credit checks
 - Run annual (internal) rank report
- To oversee student enrollment in VirtualSC online courses.
 - To proctor all VirtualSC final exams
 - To update student transcripts with VirtualSC grades
- To update and maintain Upper School student permanent files including creating New Student files.
 - To send and receive records requests upon request.
- To maintain and update Upper School student records in RenWeb.
 - Promoting students for the next school year in conjunction with Upper School Principal
- To create and mail (email) transcripts for High School students (current and alumni).
- To assist in the planning of Graduation ceremonies
- Oversee on-site standardized testing (PSAT, AP, SAT, ACT).
- To plan the Senior Trip
 - Plan details of the trip (destination, project, organization, etc.)
 - Create a budget for the trip
 - Purchase airline tickets
 - Create Handbook with information for students and families
 - Collect and track trip money (and donations)

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A minimum of a bachelor's degree
- Previous experience in a church or Christian school and/or training in biblical integration is preferred, but not required
- Possesses excellent communication and organizational skills
- Ability to understand and use Microsoft Office, Google Suite and other computer programs efficiently

PHYSICAL REQUIREMENTS:

- Must be able to meet physical requirements of the position for purposes of safety.
- Must be able to evacuate students over uneven terrain and in varying weather conditions during emergency situations.
- Must be able to lift 20 pounds at a time
- Ability to sit, bend, stand, as needed in interactions with students.
- Must be able to hear and communicate effectively in order to exchange information, respond to inquiries, and provide clear

instructions in person, over the phone, and through other communication methods.

- Must be able to walk throughout the campus effectively and independently.
- Must be able to see and read English text to perform essential job functions.
- Must be able to sit or stand for extended periods.
- Must possess manual dexterity for using a computer and other office equipment.

Note: First Presbyterian Academy is a tobacco-free campus.

Revised 8/29/25