

PORTSMOUTH CHRISTIAN ACADEMY

DOVER, NEW HAMPSHIRE



Registrar (Full-Time)

Position Summary

Portsmouth Christian Academy (PCA) is a large, nondenominational Christian school located in Dover, NH. PCA, located just minutes northwest of Portsmouth, NH on a nearly sixty-acre riverfront campus, is a dually accredited, independent, Christian, college-preparatory, day school for students in preschool through grade twelve seeking to maximize their God-given potential. PCA faculty and staff are unified in creating a caring, safe, Christ-focused learning environment where young people are challenged to thrive academically and grow as servant-leaders prepared to impact the world for good.

The Registrar serves as a key administrator in support of the academic operations of the Upper Schools. The person in this role is responsible for the development and management of class schedules in collaboration with principals, the Fine Arts Director, and the Dean. The Registrar maintains accurate and up-to-date student records, including attendance, grades, and transcripts, ensuring that Upper School students' academic information is correctly recorded and accessible.

In addition, the Registrar oversees the administration of the Upper School NWEA standardized testing program, ensuring smooth coordination and accurate reporting. The person in this role also manages the course catalog, which includes dual enrollment opportunities and online learning programs with partner organizations such as VLACS and Liberty Online Academy. The Registrar works closely with students enrolled in virtual learning programs, providing ongoing support throughout the year.

This position requires attention to detail, strong organizational skills, and the ability to work collaboratively with faculty, students, and external partners.

To apply for this position, please complete either a staff or faculty application found on the Careers page of our website (pcaschool.org). For more information or to submit a completed application, please email humanresources@pcaschool.org