

Registrar

Call ID: NAD-SSS-000323-2024
Where: Saipan, MP, Guam
When: Jul 1, 2024 - Jun 30, 2025

Summary

Responsible for collection, entering, filing/storing and disbursing as scheduled and/or requested, the records of the school. Records include registration information and documents, grades, testing documents, calendars, schedules, staff information and also will report to GMM and /or NAD.

Destination

Saipan, MP Guam

Term

Long-Term, 10 - 12 months, Jul 1, 2024 - Jun 30, 2025

Position

Type: Administration, Total People Required: 1, Target Age: Any

Finances

Cost: \$0.00, Monthly Living Allowance: \$0.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

Lodging & Food

Apartments are provided for volunteers

Volunteers provide own bedding and food

Restrictions:

- This call is for a single person
- There are no child accommodations
- Divers insurance is required before you scuba dive and can be obtained through www.travelerEMS.com
- No missionary is allowed in the opposite gender's living quarters

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

Health Notes

Health Clearance Required

Dress

Acceptable:

Acceptable Dress: Men teach in long pants (no jeans) but may wear shorts off campus or after school. Men must wear collared shirts to church meetings, Women must always wear loose fitting skirts and dresses past the knee when going off campus or “in public” on campus. Women may wear modest shorts, slacks or pants only on campus in the evening or when exercising.

Unacceptable:

Women-Tight and/or short shorts are never acceptable, nor sleeveless or sheer blouses or dresses. A conservative hairstyle is preferred for men and women. Please refrain from bringing or wearing jewelry, and nail, hair & lip color make-up.

Duties

Additional roles and responsibilities include:

- To assist extra-curricular activities and supervisory duties as administration may assign.
 - By precept and example the employee will seek to uphold Christ as Friend and Lord and will endeavor to lead students to a similar understanding.
 - Maintain careful records of attendance and scholastic performance in the register and grade book for that purpose; make course outlines and lesson plans as prescribed by the administration.
 - Maintain proper control of the students' behavior in the classroom, school ground and premises in accordance with the rules and regulations stipulated in the Handbook.
 - Maintain neatness and cleanliness in the classroom and school grounds; create visual aids, posters and displays in bulletin boards, thus supporting a positive learning environment; be responsible for janitorial work in and around classroom and undertake supervisory duties at lunch hour, and in other times in rotation with other teachers.
 - Attend regular staff meetings as scheduled and other meetings and events even after school; join in service sessions and workshops in order to maintain or increase his/her level of teaching skills.
 - Undertake any other duties and responsibilities considered as part of normal load; will work in harmony with school programs and activities outlined in the Staff Handbook/Bulletin, and other directives set forth by the Board and administration.
 - Regularly attend weekend services and assist in church programs according to talents and abilities. (Sabbath School classes for all ages that need leaders and assistants, Pathfinder club, youth meetings during the week, door-to-door, prison ministry,...the ministries that can be joined in are extensive and many more could be led by you!)
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Experience

- 2 yr college or university or must have a minimum of 60 college credit hours
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- English Fluency
- Able to serve without compensation other than a small living allowance
- Adaptable, able to serve others
- Willing to serve 10-12 months
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Education

2-Yr College

Education Concentration

Teacher

Languages

English (fluent)

Trade Skills

Any

Host [« Private »](#)

Host Contact [« Private »](#)

Travel Documentation

Travel

Destination City [Saipan, MP](#) Destination Airport [Saipan International Airport](#)

Medical

Required Inoculations [Required Inoculations- Hepatitis B, go to www.cdc.gov and click Travelers' Health, then choose your destination recommendation.](#) HIV Clearance Required? [No](#)

Medical Recommendations [Work with the principal to confirm other recommended medical requirements](#)

Visa

Visa Required? [No](#) Visa Type [1](#)
Visa Application By [Volunteer / Sponsor](#)
Work Permit Required? [No](#)
Work Permit Application By [Volunteer / Sponsor](#)
Police Clearance Required? [Yes](#)
Child Protection Required? [Yes](#)
Send Documentation To gladysguerrero@nadadventist.org
Documentation Deadline [Jul 1, 2024](#)

Visa Travel Details

[Only needed by NON-Citizens](#)

Interview

Phone Interview Required? No
Signed Agreement Required? Yes

Orientation

Orientation on Site? Yes
Orientation Stipend? No

Travel Advisory

Guam

1 Exercise normal precautions