



The
Frederick
Gunn
School

REGISTRAR

gogunn.org | Washington, CT

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9–12, as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Summary

The Registrar is responsible for the maintenance of academic records for all current and former students. This position works closely with the Assistant Head for Teaching and Learning and the Director of Studies to create academic schedules and with the Associate Head of School to create the annual school calendar. Technical proficiency, attention to data integrity, and an understanding of data process workflows with both electronic and paper records are required. As an external-facing member of the Academic Office, the Registrar will possess good judgment and embody the school's core values, representing the school with hospitality, patience and grace to faculty, educational consultants, and to prospective, current and past students and parents.

Key Responsibilities

- Independently manage the school's electronic records database, serving as the primary point of contact for faculty with technical support from the Director of Technology. Within this database: create report cards, diploma records and transcripts, and maintain academic schedules and the annual school calendar.
- Coordinate the submission, organization, and publication of grades, teacher comments and academic merit.
- Coordinate the distribution and grading of admissions placement tests.
- Provide a smooth transition for newly-admitted students and their families, introducing them to the school's processes, terminology, and systems with confidence and patience.
- Manage and update confidential student records files.
- Recommend course placement for students, in consultation with the Assistant Head for Teaching and Learning, Director of Studies, and faculty, and manage schedule revisions.
- Respond to parent and student inquiries related to the Academic Office, using discretion and providing solutions whenever possible before forwarding to the appropriate person.
- Organize the assignment of daytime study halls.
- Manage all academic awards including support for the annual Prize Night.
- Manage final exam schedules and resolve exam schedule conflicts.



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- Provide comprehensive administrative support for the Teaching and Learning Team (Assistant Head for Teaching and Learning, Director of Studies, Dean of Faculty, and Director of the Center for Academic Excellence).
- Attend team meetings and ensure a streamlined process for the collaborative work of the Teaching and Learning Team.

Key Skills and Capabilities

- Unwavering attention to detail. Knowledge of document management and retention best practices.
- Mastery of online database systems; experience with Blackbaud highly preferred.
- Excellent written communications skills, and courteous phone manner.
- Excellent customer service and interpersonal skills displaying a positive and can-do attitude that supports the mission of the team. Ability to be a team player. Professional appearance and demeanor.
- Highly-proficient in Google Suite, Microsoft Word and Excel, Zoom. Able and willing to learn new programs.
- Ability to organize large teams and logistics for important school-wide events with high visibility.
- A willingness to help where needed, being flexible to support other departments.
- Strong attention to detail and problem-solving skills with the ability to prioritize and work under time constraints with deadlines.
- Ability to hold in confidence sensitive student and faculty information that flows through the Academic Office, sharing information only as needed and approved.

Key Relationships

- Works with the Assistant Head for Teaching and Learning (AHTL) and the Director of Studies to manage the placement of all students within the class schedule.
- Supports the Center for Academic Excellence in scheduling sessions for Academic Support.
- Supports the College Counseling Office in the production and distribution of student transcripts.
- Liaises between the Center for Academic Excellence and the Business Office as needed.
- Liaises between the school store and faculty to ensure the proper books and supplies are being ordered for each class.

Qualifications

Minimum 5 years prior experience in an administrative role with database management responsibilities required. Bachelor's degree preferred.



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Compensation and Benefits

Reports to the Assistant Head for Teaching and Learning. Hours: 8am to 4pm Monday through Friday with occasional Saturday work for all-school events. Time on Saturday may be swapped with other time elsewhere in the work week as flex time. The school is generally open on Memorial Day. Non-exempt with paid overtime as needed. Breakfast and Lunch available when the dining hall is open. Two weeks paid vacation, full medical benefits and retirement contribution.

To Apply:

Email applications to Wendy Rhodes | rhodesw@frederickgunn.org

Please include with your resume a cover letter describing your interest in the position.

Applications will be accepted through January 11, 2021.

Finalists will be interviewed January 18-29, 2021.

Start date: March 1, 2021

Core Values

Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

Hopeful Faculty

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning – one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply – who become wise, engaged, active citizens.



The Frederick Gunn School

The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.

BACKGROUND SCREENING: The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.