



School Registrar & Administrative Assistant Grades 1-8

Reports to: Assistant Head of School

Job Description:

The School Registrar and Administrative Assistant for grades 1-8 provides executive-level administrative support to the Assistant Head of School. He/She organizes, coordinates, and performs administrative duties requiring independent judgment, discretion, and confidentiality.

Strong organizational and communication skills, along with a professional demeanor, are essential to this position. He/She will be in frequent communication with faculty, parents, and students; thus, a cooperative, diplomatic, and calm demeanor is of the utmost importance.

This position requires an individual who can assess, prioritize, and synthesize varied requests and projects. In addition, office management, personal communication skills, multi-tasking qualities, and organizational abilities are critical. The position also carries an expectation of being able to work independently within the framework of office projects.

A strong proficiency in various computer applications such as Adobe Suites, Microsoft Office, Google Suites, and Blackbaud (database management) is also important.

Duties and Responsibilities:

Reception:

- Serve as the Main School's primary receptionist by answering the phone, allowing access, and greeting visitors to the Main School building in a positive and professional manner
- Ensure that all visitors to the Main School building sign in and receive a name badge

Communications:

Serve as the primary contact for Grades 1-8 and its communication to parents and students

- Coordinate and send all communications for the Main School, posting midterm and end-of-term report cards, correspondence from the Assistant Head of School, and any other parent-or faculty-related communication deemed important by the leadership team.

**Events:**

Serve as primary support for the scheduling and preparation of all events for the Main School, including the production of publications, including programs, flyers, etc.

- Assist with the organization, planning, and execution of all field and class trips for the Main School, including overnight trips to Mackinac Island and Colorado
- Assist with communication and coordination of all on-campus events, such as PIN Night, Capstone Night, Awards Night, Baccalaureate/Graduation, Back-To-School/End-of-Year Picnic, school theater productions, and any other events associated with the Main School

Registrar Duties:

- Maintain and manage student files, both paper and electronic; work closely with the Early School Division Head and Assistant Head of School to establish protocols that ensure the integrity, consistency, and confidentiality of information
- Create and manage all class and section lists for the Early School and Grades 1-8
- Maintain and manage student and school files in compliance with local and state regulation including Clarkston Shared Services
- Assist the Assistant Head of School with the secondary school placement process: update the secondary school admissions process booklet annually; procure and send high school transcripts and letters of recommendation to secondary schools; ensure all end-of-year information gets to the respective schools, etc.

Blackbaud Management

Serve as the primary contact and coordinator for faculty and parents seeking assistance with the student information system (Blackbaud)

- Coordinate all training sessions for parents and faculty/staff when needed
- Work with the Director of Technology to troubleshoot when needed
 - Log-in issues are directed to the Director of Technology
 - Navigation issues remain with Registrar
- Communicate with parents about updates and changes to the system

General Duties:

- Provide all important school-related event dates for the main school calendar to the Assistant Head of School

**Expectations:**

- Excellent interpersonal skills and ability to deal effectively with a variety of personalities and age groups
- Adherence to the highest standards of confidentiality with regard to all information gained or gleaned in daily work
- Strong oral and written communication skills
- Self-starter
- Ability to work efficiently in a busy office
- Ability to effectively use various office equipment such as multi-use copiers, multi-line phone sets, fax machines, etc.
- Pleasant and professional phone manner

Work Schedule:

This is a benefited, full-time position with an average work week of 40 hours per week. Evening hours may be required due to special school events and faculty/staff meetings throughout the school year.

Minimum Qualifications:

- High school graduate; three years of experience as an administrative assistant, or capabilities commensurate with this expectation
- Strong proficiency and knowledge of Google Suite, Microsoft Excel, and Microsoft Word. Competence in email systems and internet technology
- Successful completion of a criminal records background check

***Other Duties as Assigned by the Head of School and Assistant Head of School**

***All job responsibilities are subject to change**

Who We Are:

The Grosse Pointe Academy is an independent day school serving students ages 2.5 through Grade 8 whose mission is to nurture, challenge, and inspire the intellectual, creative, and personal potential in each and every child. The Academy curriculum prepares confident lifelong learners in a joyful and challenging learning environment, encouraging intellectual curiosity, empathy, leadership, independence, global citizenship, active listening, critical thinking and effective communication. Located in Grosse Pointe Farms, Michigan, The Grosse Pointe Academy is situated on a historic 20-acre campus with centuries-old architecture overlooking Lake St. Clair. For more information, visit www.gpacademy.org