



Brookwood School

Title: Registrar/Administrative Assistant

Date: August 2018

About Brookwood

Brookwood School is a PreK-8 independent school with 350 students located on a beautiful 30-acre wooded campus in Manchester, MA along the coastline of the North Shore of Boston.

Brookwood is a warm, child-centered community with an extraordinary commitment to both the development of the mind and the development of the self. Through a purposeful balance of challenge, encouragement, and opportunity for appropriate risk-taking, the School fosters lifelong habits of inquiry, critical thinking, creativity, and scholarship, just as it instills a healthy sense of self, a flexible mindset, and a deep respect for the dignity of others. Ultimately, Brookwood strives to graduate academically accomplished individuals of conscience, character, compassion, and cultural competence. It also offers a playful, collaborative work environment of more than 90 faculty and staff who go the extra mile to do what is best for kids.

At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Because when kids skip down hallways, learn with curiosity, think deeply, and take risks, they confidently walk into whatever's next.

Brookwood School is seeking a full-time Registrar/Administrative Assistant.

The Registrar/Administrative Assistant plays an important role in ensuring that each student's and family's experience at Brookwood is accented by accurate data, personalized communication, and a strong customer service orientation. The Registrar/Administrative Assistant interacts regularly with students, parents, teachers, administrators, vendors, and others within the Brookwood community.

There are two distinct roles served by this position, each with a specific set of responsibilities:

Registrar:

- Manage the school's student information database and academic records including permanent files. Keep the database, including all pertinent information for families and student grades, up to date and accurate. Coordinate the collection and input of data from PowerSchool (our existing registration system) into the school's database.
- Administer ERBs
- Assist in building the academic schedule, including inputting and distributing faculty and grade level schedules; maintain accurate section lists for grade levels and classes

- Oversee the comment/report card production process (maintaining database and proofing, printing and filing report cards and comments)

Administrative Assistant:

- Prepare the parent directory and coordinate the annual update of the Family Handbook
- Work with the Business Office to coordinate hiring logistics as necessary (organizing materials, communicating with candidates, building candidate schedules, collecting feedback, etc.)
- Assist with implementing school-wide events such as Parent/Teacher Conferences, Grandparents' Day, Back-to School Night, Commencement, and Salute
- Coordinate the maintenance of all office equipment (copiers, postage machine, etc.)
- Maintain the front office workroom including ordering necessary supplies
- Provide administrative support to the Division Heads
- Provide scheduling and administrative support to the Athletics Department
- Provide occasional administrative support to the Admissions Department (e.g., mailings, re-enrollment process)
- Provide occasional administrative support to Health Office during the summer
- Provide back-up support to the Front Desk
- Coordinate transportation for student field trips
- Support emergency response actions
- Coordinate and/or assist with special projects as necessary
- Complete other duties as assigned

Ideal Experience and Characteristics

- Demonstrates excellent organization, multi-tasking, and prioritizing skills
- Has high attention to detail, accuracy, and timely implementation
- Effectively manages projects and regularly meets deadlines
- Uses effective written and oral communication skills
- Maintains confidentiality and demonstrates high level of integrity
- Contributes positively to a professional team environment; develops and maintains positive relationships with multiple constituencies, including ability to professionally interact with students, parents, colleagues, candidates, and external representatives
- Demonstrates initiative; self-directed with assignments and tasks
- Is approachable, and welcoming; approaches tasks with enthusiasm and good humor
- Is a life-long learner who actively supports Brookwood's mission
- Is skilled in Google Suite, Microsoft Office, Filemaker and other internal databases and software applications

Salary is commensurate with experience. Brookwood also offers a strong benefits package, including medical and dental insurance and a retirement plan.

To Apply

Interested candidates should email a cover letter and résumé to Steven Greisdorf, Director of Finance and Operations (employment@brookwood.edu).