



## **Registrar & Academic Coordinator**

Reports To: Director of Studies for Cognition & Learning Science and Director of Studies for Curriculum & Global Programs

*12-month position*

### **Position Overview**

As Forman School approaches its centennial celebration and opens the doors to its new Cognition and Learning Building and Diagnostic Center, there has never been a better time to join a visionary team of leaders and educators, taking the science of learning and the strengths of neurodiverse learners to the next level.

Forman School seeks a highly organized and passionate colleague who will serve as the Registrar and Academic Coordinator. The Registrar & Academic Coordinator serves as a key point of contact for teachers, students, and families, providing consistent communication and office support throughout the year. The Registrar & Academic Coordinator also oversees and coordinates all aspects of student records, creates and troubleshoots the school's master schedule, and works closely with the Directors of Studies and other Academic Office colleagues to assist with scheduling, communication, and day-to-day administrative needs that help the department run smoothly.

### **Forman's Mission, Promise, and Core Values**

Forman School is an independent, coeducational, college preparatory school for boarding and day students with identified learning differences. Forman develops the whole student, based on each individual's learning profile, so that all graduates become educated, confident self-advocates throughout life.

Forman is committed to sustaining an inclusive environment that fosters a deeper understanding of differences in race, gender, sexual orientation, age, ethnicity, religion, socioeconomic status, geographical origin, physical ability, and family structure.

We believe society is bettered when we learn from and embrace those with different experiences and perspectives from our own. Our community values truth, respect, and kindness.

### **Key Responsibilities**

- Serve as the main point of contact for the Academic Office
- Maintain well-organized physical and digital filing systems for student records and departmental materials
- Evaluate transfer credits for incoming students and track each student's progression toward meeting graduation requirements
- Create and troubleshoot the master schedule within Blackbaud

- Along with other members of the Academic Office, assist students with course signups and schedule changes
- Support with the generation of Academic and Effort Honor Rolls at the end of each trimester
- Assist with the preparation and administration of annual Academic Office processes, including course evaluations, Academic and Commencement awards, conference scheduling, colleague summer reading, and Winterim
- Coordinate interview schedules for prospective teaching colleagues
- Collect, organize, and track required teaching colleague documentation throughout the school year
- Assist with logistics for all projects and events on behalf of the Academic Office
- Monitor office supplies, place orders as needed, and reconcile departmental purchases
- Coordinate conference room scheduling, maintain the school-wide calendar, and prepare colleague meeting minutes
- Serve as a representative for Working Papers and manage associated documentation
- Compile and design the yearly Curriculum Guide

### **Educational and Experiential Background and Credentials**

#### *Required:*

- Experience creating master schedules in Blackbaud or a similar database
- Must be proficient in Google Suite and Adobe Acrobat
- Knowledge of office procedures and general equipment
- Strong verbal and written communication skills
- Ability to independently schedule and prioritize work
- Technologically savvy with the ability to learn new software when needed to support the needs of the Academic Office
- Document management and file maintenance skills
- Strong attention to detail

#### *Preferred:*

- Associate's Degree
- Minimum four years of relevant work experience in a high school setting
- Experience with Canva

### **Other Expectations**

Colleagues are expected to demonstrate respect for diversity of identities and experiences, an orientation toward equity and inclusion, and cultural competency in all aspects of school life.