Georgetown Preparatory School is seeking a full-time Registrar.

Georgetown Preparatory School, located outside of Washington, DC and founded in 1789, is an independent, Jesuit, college preparatory, residential and day school for young men in grades 9-12. Enrollment is just under 500 students. Average class size is 16.

Compensation and benefits are commensurate with experience. Successful candidates may also be eligible to apply for a role working with the boarding community in the dormitories. Staff who also work as dorm parents are provided with accommodation and additional benefits.

The Registrar operates within the department of the Academic Dean. The Registrar is responsible for the following tasks:

* Manage the school’s academic database, ensure the accuracy of its information, and communicate academic information to the school’s constituencies including students, parents, faculty, administrators, and alumni
* Receive and verify grade information from faculty members at the end of each grading period
* Communicate grades to parents through the production of electronic progress reports and report cards shared through Veracross student and parent portals
* Compile First Honors and Deans List awards and announce recipients at the end of each academic quarter
* Maintain accurate transcript records in compliance with State of Maryland regulations and send to alumni, parents and other educational institutions as requested
* Coordinate logistics for academic events including Back to School Night, Parent-Teacher Conferences, student portraits, incoming freshmen placement tests, and mid-term and final exams
* Manage activities and corresponding tasks for all ceremonies related to commencement
* Record student course requests for the upcoming academic year, verify that students are meeting graduation requirements, and communicate course approvals to students and their parents
* Work in conjunction with senior administrative team to produce the next year’s master academic schedule using the Veracross schedule building software
* Facilitate the drop-add process and process changes to student and faculty schedules
* Execute changes to testing schedules and start/end times of classes each day in Axiom database
* Update parent and student contact information in conjunction with the communications department
* Assist with composition and editing of communications to students, parents, and faculty
* Analyze academic data and produce regular reports for the senior administrative team
* Collect and import standardized test data into Axiom database

All interested candidates should submit to Ms. Denise Hitt, Assistant to the Headmaster, dhitt@gprep.org, the following:

1. A letter of interest
2. Resume
3. Writing sample (professional letter, email, memo, or academic paper of no more than 500 words)