



## **REGISTRAR AND COMMUNITY ENGAGEMENT COORDINATOR**

**Regular Full Time Position beginning March 15, 2025**

Aspengrove School, a JK-12 International Baccalaureate School, is inviting applications from passionate, enthusiastic individuals for the dual role of Registrar and Community Engagement Coordinator.

The Community Engagement Coordinator works closely with the Senior Management Team to engage, build and support the Aspengrove Community. The Registrar position provides academic support through the maintenance of student records, school data bases, and class schedules. This role operates year-round.

This position is eligible for the School's Group benefit plan, including extended health and dental, and matching contributions to the School's Group RRSP Savings plan and tuition discount for enrolled children.

### **Key Responsibilities (Community Engagement Coordinator)**

- Support School - Wide events through planning catering, logistics, and communication
- Communicate with and support school involvement with the Board of Governors, Aspengrove Parents Association and Alumni Association
- Oversee the school calendar providing long term, mid-term, and short-term planning that supports community
- Support the Management Team with meetings, projects, and various initiatives throughout the year
- Provides backup coverage for school wide administration, including front desk responsibilities

### **Key Responsibilities (Registrar)**

- Works with the Principal of Middle/Senior School to create Student Scheduling & Master Schedule for the school.
- Maintains accurate and confidential academic records for students including progress reports, comments, report cards, and transcripts.
- Coordinates parent/teacher interviews in conjunction with the Junior and Senior School Principals
- Provides Ministry reports (1701, TRAX, etc) as required
- Maintains Student Information System (MySchool) data base
- Configures Student Information System for year transitions
- Support Advancement, Admissions and Business data requirements



# ASPENGROVE

## SCHOOL

- Provide transcripts for students
- Administrative contact between school and Ministry of Education
- Ensure school complies with ministry academic requirements

### **Qualifications & Skills**

- Completion of post-secondary education in Office Management, Business Administration or other relevant discipline
- Experience with data base management and school operations
- Experience in an Executive Assistant capacity preferred, ideally in an independent school environment
- Energetic, outgoing, independent worker with highly developed emotional intelligence
- Strong communication, interpersonal and relationship building skills with a genuine interest in people and a good sense of humour
- Excellent organizational and time management skills, capable of managing changing priorities while maintaining a high level of service
- Ability to maintain confidentiality when handling sensitive information
- Proficiency with commonly used computer software such as MS Office required

### **Criminal Record Check**

Must pass and maintain a clear criminal record check for the purposes of working with children

### **Salary Expectations**

Salary range is \$60,000 - 68,000 commensurate with experience.

### **Application Details**

Aspengrove School encourages applications from suitably qualified candidates with diverse backgrounds. We value each community member's identity, perspective, and well-being, and embrace our differences as a sign of strength. We believe in diversity, equity and inclusion and are committed to equal employment opportunities.

Thank you very much for all enquiries, we will only contact short listed candidates. Please submit your resume and covering letter before February 28, 2025 to Karen Webber at [kwebber@aspengroveschool.com](mailto:kwebber@aspengroveschool.com)