



Position: Lower School Operations Coordinator and Registrar
Reports To: Lower School Head
Department: Administration
FLSA: Exempt
Date Updated: April 2026

About Shady Hill School:

Since 1915, Shady Hill, a school of approximately 530 students (PreK - Grade 8) and 90+ faculty, has been a leader in progressive education. Shady Hill is a deeply mission-driven school. We seek to develop independent, joyful and curious learners who respect their own accomplishments and those of others. We strive to be a community whose values are strong and whose teachers are unafraid to engage students in important questions. The school's program allows children to explore their worlds and test their powers. As a school with a historical and contemporary commitment to social justice, we believe that an inclusive and equitable community is an educational and moral imperative that empowers us all. Therefore, we seek to hire individuals who demonstrate a mindset and skill set that prioritizes cultural competence, equity, and justice in their practice with students and in their work with colleagues.

About the position:

Shady Hill School is seeking a Lower School Operations Coordinator and Registrar to join our team beginning in July 2026. The Operations Coordinator and Registrar provides administrative support to the Lower School Head, acts as the Registrar, and provides operational support for the Lower School division. The position requires a high level of professionalism, patience, and confidentiality as well as the ability to handle multiple tasks at once. This is a full-time, in-person, exempt (salaried), 12 month position.

Specific Responsibilities:

Lower School Operations

- Provide administrative support to the Lower School Head including managing their calendar, scheduling meetings, and prioritizing daily tasks
- Order requested supplies for the division, liaising with Accounts Payable regarding expense reimbursement requests and employee credit cards, in addition to supporting vendor and field trip expenses
- Provide support for grade or division level special events (parent coffees, curriculum nights, school wide assemblies, PD days etc.)
- Collaborate with internal departments to support academic operations and events as needed
- Manage recruitment including candidate visits for Lower School openings
- Collaborate closely with the Middle School Operations Coordinator and Registrar during peak season such as hiring, reports and events

Registrar

- With Middle School Operations Coordinator and Registrar, manage student, family and employee data and permissions in Blackbaud, the School's student information system (SIS)
- Manage mid-year and year-end comments and grades collection from teachers
- Create classes, report cards, and manage gradebooks in Blackbaud and facilitate other systems operations (portal release dates, schedules, etc.)
- Maintain academic files and respond to records requests
- Facilitate applying out process for Lower School students
- Collaborate with Middle School Operations Coordinator and Registrar to respond to data requests from towns, the state, and other required surveys (INDEX)
- Create and manage reports in Blackbaud to support academic operations (such as absentee reports) and for other departments as needed (such as school directory pulls for Marketing and Communications)
- Collaborate with Admission to ensure student enrollments are transferred each summer
- Partner with families, Admissions and IT to make sure families are onboarded to Shady Hill academic operational systems; serve as primary point of contact for families with questions about Blackbaud

Qualifications:

- Bachelor's degree preferred
- Previous experience working in a school setting required
- Previous administrative assistant experience required
- Experience with SIS database management, such as Blackbaud, preferred
- Effective, timely, and professional communication skills
- Ability to manage multiple competing priorities, balancing both long term projects and unexpected tasks
- High attention to detail
- Flexible, positive attitude, proactive, and sense of humor

The range for this position is \$80,000 - \$95,000, depending on experience.

To apply: please send a cover letter and resume to: apply@shs.org. Please be sure to include "Academic Operations and Registrar" in the subject line of the email.

Shady Hill offers competitive salaries and a generous benefits package, including medical, dental and vision insurance plans and paid time off. Employees must be authorized to work in the United States. Shady Hill is an Equal Opportunity/Affirmative Action Employer. For more information on Shady Hill please visit us at www.shs.org.