



Administrative Assistant to Head of School/ Registrar

Trinity School of Texas is a preK-12 college preparatory program that successfully prepares students for college and beyond in a joyful, spiritual environment. Graduates of Trinity School of Texas will attain academic excellence, embrace diversity, demonstrate intellectual curiosity, appreciate the arts, value physical well-being, serve their community and exemplify Christian living.

The Administrative Assistant to Head of School and Registrar assists the Head of School as needed and maintains student grades, including report cards and transcripts. This position reports to the Head of School and is a 12-month, full-time position.

Responsibilities. The Assistant/Registrar:

- Assists the Head of School as needed
- Maintains and creates high school transcripts and report cards
- Administrator of the myTST database
- Creates schedules, gradebooks, courses, etc. in myTST
- Creates and maintains GPA calculations
- Prepares Parent and Student Handbooks and Faculty Handbooks
- Updates School Profile
- Responsible for overseeing and maintaining the Main Office
- Greets current and prospective families, students, visitors, vendors, faculty, and staff in a manner that maintains a good image of the school
- Answers phone calls in a pleasant and informed manner to provide information
- Tracks and oversees attendance of students and faculty
- Maintains and updates school records in the myTST database
- Maintains student files and responds to record requests
- Tracks CPR, Safeguarding and continuing education for faculty and staff
- Keeps office and kitchen work area clean
- Contacts substitute teachers when needed
- Serves as Safeguarding Records Administrator for Safeguarding God's People
- Maintains, sorts, and distributes mail, packages, and deliveries
- Facilitates school mailings and operates postage machine
- Maintains student/volunteer sign in and sign out sheets
- Assists students if school nurse is not on campus
- Deals with unforeseen situations
- Problem solves in a quick and efficient manner
- Other duties as assigned

Qualifications: Bachelor's degree, strong computer skills, excellent organizational skills, have a strong attention to detail, and the ability to multi-task.