

 **LOCATION:** Pathway Academy, Big Spring, Texas

 **REPORTS TO:** Chief Operating Officer

 **SALARY:** Board Approved Pay Scale

### **ABOUT US**

At Pathway Academy, we believe in the transformative power of education. We are dedicated to unlocking the immense potential within every learner. Our mission is to nourish minds through Mastery Learning, cultivate will through real-world experiences, and build character through the development of interpersonal skills. We empower learners to overcome challenges and build strong academic foundations, preparing them for meaningful contributions to their communities. We aim to create a nurturing environment that prepares students for successful futures in college, career, and beyond.

### **POSITION OVERVIEW**

Pathway Academy is seeking a highly organized and efficient Administrative Assistant/Registrar to join our dedicated team. The ideal candidate will be responsible for managing administrative tasks and maintaining accurate student records, ensuring the smooth and efficient operation of the school. The Administrative Assistant/Registrar will work closely with students, parents, teachers, and administrators to provide exceptional support and service.

### **KEY RESPONSIBILITIES**

- Manage daily administrative tasks, including answering phones, responding to emails, and greeting visitors.
- Maintain accurate and up-to-date student records, including enrollment, attendance, grades, and transcripts.
- Process new student registrations, withdrawals, and transfers in accordance with school policies and state regulations.
- Assist with scheduling and coordinating school events, meetings, and activities.
- Provide administrative support to the Superintendent, COO and other school staff, including preparing reports, correspondence, and presentations.
- Handle sensitive and confidential information with discretion and professionalism.
- Maintain office supplies and equipment, ensuring the office is organized and well-stocked.

- Assist with the preparation and distribution of school newsletters, announcements, and other communications.
- Serve as a point of contact for parents and students, addressing inquiries and providing information as needed.
- Support the school's mission by contributing to a protective and nurturing learning environment.

#### **QUALIFICATIONS & SKILLS**

- High school diploma or equivalent (Associate's or Bachelor's degree preferred).
- Previous experience in administrative support or a related field.
- Strong organizational, communication, and interpersonal skills.
- Proficiency in using office software, including Microsoft Office Suite (Word, Excel, PowerPoint) and student information systems.
- Ability to multitask, prioritize, and manage time effectively in a fast-paced environment.
- Detail-oriented and able to maintain accuracy in record-keeping and data entry.
- Excellent customer service skills and a friendly, approachable demeanor.

#### **ADDITIONAL INFORMATION**

Pathway Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

This job description is not an employment agreement or contract and does not alter your status as an at-will employee. The foregoing statements describe the general purpose and level of work assigned to this position; they are not necessarily an exhaustive list of all responsibilities, duties or skills that may be required. Pathway Academy reserves the right to revise this job description at any time without notice.