



Title: Academic Systems Manager and Registrar

Reports to: Assistant Head of School

The Miami Valley School (MVS). Our mission is to challenge young people of promise to become self-sustaining learners and compassionate global citizens. For 60 years, MVS has provided a unique learning option for families in the Dayton, Ohio, community. Here, faculty are educators who are ready to help refine a truly differentiated educational opportunity as MVS becomes a nationally-recognized leader in experience-based learning. *Here, every member of the MVS community is committed to transformative immersive learning in the classroom and during our Immersion term. Equally important is our commitment to Social Emotional Learning (SEL), through which our students learn the skills and competencies necessary to navigate an ever-shifting world with confidence and curiosity. Here, we learn because we do.*

The Role. MVS is seeking an innovative and culturally inclusive Academic Systems Manager and Registrar. In this position, you'll take on responsibility that combines the critical roles of overseeing the Blackbaud Student Information and Learning Management System, the Canvas Learning Management System, and serving as the Registrar for our Early Childhood through 12th grade independent school. This role plays a pivotal part in ensuring the seamless functioning of our academic databases while also managing academic records and scheduling processes that underpin our educational ecosystem. Your expertise will be instrumental in maintaining data integrity, facilitating efficient scheduling across divisions and supporting our community's system usage. The ideal candidate will balance these two roles while maintaining the highest standards of data integrity and operational effectiveness of our systems.

The Opportunity. All members of MVS's vibrant staff bring the school's mission and vision to life each day for students and families in the Dayton community. Each day, we live out our mission through our core values: integrity, celebration, grit, and kindness. As a part of our dynamic team, you will have the opportunity to:

- **Expand Global Leadership.** MVS is known for its academic and extracurricular programming, and with you on our team, we will continue to grow with our students as leaders of Global Citizenship and stewards of civil discourse.
- **Develop Character and Wellness.** To support the overall wellness of our vibrant community, you'll have the opportunity to meaningfully connect and collaborate with students and families. In this position, you will help assure students and caregivers receive the support they need when interacting with our Student Information and Management systems.
- **Innovate.** As we continue to develop our school and our students, you will be part of a team that is enhancing professional learning nationwide and becoming a thought leader for [MVS Immersion Method™](#) experiences that stretch beyond the traditional school experience.



- **Collaborate as part of a World-Class Team.** In your role at MVS, you will work alongside dedicated faculty and staff who have taught and learned all over the world and in a variety of school contexts. Your colleagues are artists, researchers, entrepreneurs, published authors, professional musicians, armed services veterans, and thespians. Most importantly, they are compassionate and caring educators committed to lifelong learning.
- **And, of course, you will get to *make an impact!*** As the Academic Systems Manager and Registrar, you will have an impact on the greater MVS community as a supportive resource and guidepost for students, families, faculty, and staff.

Expectations:

- Build rapport and communicate effectively with diverse stakeholders; leadership team members, faculty, staff, students, caregivers, and alumni
- Collaborate with and garner the respect of peers
- Strong written and oral communication skills for interactions with families, students, faculty and staff
- Excel in detail-oriented work and demonstrate outstanding organizational skills
- Flexibility to manage multiple tasks, work independently, meet deadlines including evenings and weekends during peak periods
- Embrace the vision of [Mastery Performance](#) in their daily activities

Primary responsibilities:

Academic Systems Manager

- Manage Blackbaud Student Information System database
 - User access, roles and permissions
 - Data integrity, system updates, and user technical support
 - Create and maintain current and previous records
 - Maintain lists of policies and procedures related to the use of MVS's database systems
 - Consult with users to guide, define and evaluate needs
 - Analyze systems, recommend solutions, oversee fixes, and manage software integration
- Manage Canvas and Blackbaud Learning Management Systems
 - Maintain overall data integrity and monitor system usage
 - Monitor integration with the Blackbaud Student Information System and other software systems
 - Manage roles, privileges and access for all users
- Manage the BrightArrow emergency alert notification system
- Provide user support, education and training for student information and learning management systems
- Collaborate across departments to analyze system needs and support database users



- Oversee end-of-year data rollover

Registrar

- Create and maintain school records, and track graduation requirements
- Create master schedules for all divisions: Early Childhood, Lower School, Middle School and Upper School
- Support students, families and advisors with course schedule options, ensuring compliance with prerequisites and graduation requirements
- Collaborate with the Admissions department on student candidates for enrollment, review their previous academic records, recommend course placement and determine graduation requirements
- Provide transcripts and records for current and former students
- Manage the creation and release of Academic Progress Reports for all divisions at the end of each of the five grading terms
- Develop and provide training, resources and guidance to Upper School advisors for student academic scheduling conferences

Qualifications:

- Bachelor's degree or equivalent education and experience
- Experience with database management preferred, but not required
- Computer literacy, proficiency and knowledge of database queries

Benefits. This is a full-time opportunity that provides a comprehensive benefits package, including medical, dental, and vision plans, a matching 403(b) program, and 50% tuition remission for the children of employees.

Take the Next Step. Share this opportunity with your network! Learn more about our school by clicking on the [embedded links](#). Interested and qualified applicants should submit a completed [MVS employment application](#), cover letter, resume, outlining your suitability for the position and interest in the mission of the school to lisa.garvic@mvschool.com. Please do not call the school directly.

Bring Your Whole Self. MVS is committed to the Dayton community and to our mission and vision. We are proud to be an equal-opportunity workplace and will not discriminate on any basis. We seek qualified candidates from a myriad of backgrounds to join our dynamic team.