



Glen Canyon Outdoor Academy  
P.O. Box 4929  
835 Newburn Rd.  
Page, AZ 86040  
[info@gcoacademy.org](mailto:info@gcoacademy.org)

## JOB DESCRIPTION – Registrar/Receptionist

**POSITION:** Registrar/Receptionist

**LOCATION:** Page, AZ

**REPORTS TO:** Director of Operations

**CONTRACT DAYS/ TIMES:** 11 month contract, part time, not eligible for benefits, up to 29 hours per week (hours may vary at busier times)

**SALARY:** Starting at \$18/hour

### SCHOOL MISSION STATEMENT:

GCOA is committed to providing an active student-centered environment through outdoor expeditionary learning, collaborative teachers, and family and community engagement that will develop inquisitive explorers, cultivate creative thinkers and empower resilient learners.

### ORGANIZATION OVERVIEW

Glen Canyon Outdoor Academy (GCOA) is an accredited Charter School that opened in the fall of 2022, serving the community of Page, Arizona and surrounding Navajo Nation Reservation communities. Page has a population of nearly 8,000 and is the largest town within a 130 mile radius. A benefit of being located in the center of the Grand Circle atop the majestic Colorado Plateau, Page is surrounded by stunning geology and tribal and public lands. The development of GCOA came from citizens of Page seeking to utilize the amazing natural resources that surround our area, capitalize on the rich culture of our people, and the desire to offer a unique and engaging learning model to our students.

## POSITION DESCRIPTION

GCOA is looking for a Registrar/Receptionist that will be responsible for a wide variety of tasks as required in the operation of a school. A primary focus will be on the collection and recording of student records and enrollment documents.

The Registrar/Receptionist will also be responsible for the front desk reception of parents and guests as well as responding to phone calls and parent requests. He/She will work closely with the Director of Operations and Family Director, GCOA staff and additional stakeholders to develop a comprehensive communication and reporting plan using the student information system and available technology tools.

In serving as the Registrar/Receptionist will be asked to perform duties to support the work of the Director of Operations. This may include assisting with reporting requirements, supervision of students, scheduling substitute teachers and any other administrative tasks assigned by the Director of Operations.

## RESPONSIBILITIES

The key responsibilities include the following areas and may be changed at any time based on the needs at GCOA.

<b>Student Onboarding</b>
-Register students in Powerschool
-Ensure that all student records are obtained and recorded in an accessible format
-Contact schools to obtain all records including special education records
-Enter special education data into IEP Pro
<b>Family Membership</b>
- Attendance
<b>Family connections</b>
- Reception
<b>Family Services</b>
- SPED Secretary
<b>Other Duties as Assigned</b>

## QUALIFICATIONS

The ideal candidate will have:

- Ability to acquire Arizona State Fingerprint Clearance Card.
- Ability to maintain accurate, organized and auditable records
- Strong organizational, communication and interpersonal skills.
- Excellent customer service skills.
- Ability to compose and compile correspondence using a variety of sources.
- Proficient keyboarding and file maintenance skills.
- Ability to learn and manage the school identified student information system.
- Ability to use personal computers and software to develop or maintain spreadsheets and databases, and word processing.
- Clerical and reception experience.
- Ability to maintain discretion regarding confidential matters
- Strong belief in GCOA's mission, approach, and core values
- Hold a valid Arizona driver's license

## TO APPLY

Send cover letter (identifying reason for applying) and resume to [info@gcoacademy.org](mailto:info@gcoacademy.org)