



## **Job Title: School Scheduler/Test Coordinator**

Miami Country Day School was founded in 1938 as a residential proprietary boarding school for boys through eighth grade and has evolved remarkably over the past 77 years. The School has become a coeducational, nonprofit, interdenominational school with approximately 1250 students in Pre-Kindergarten 3 through grade 12 representing approximately 44 countries. The school emphasizes the education of the whole person through the core values of honor, respect, wisdom, and compassion.

### **Essential Functions and Tasks:**

The School Scheduler is a full-time, 12-month position within the Applications & Data Solutions (ADS) team at Miami Country Day School. They are primarily responsible for coordinating and executing all tasks related to school scheduling; including (but not limited to) Master Schedule, Course Requests, Course Add/Drop Periods, and Standardized Testing Sessions. Additionally, this position provides clerical support for the Director of Records & School Registrar. This position will interact with students, parents, faculty, staff, alumni, and other constituents. This position reports to the Director of Records & School Registrar.

- Enter and maintain constituent and course data
- Record configuration changes to school facilities as they relate to scheduling needs
- Produce all forms and reporting required to complete scheduling process
- Facilitate the online course request process
- Generate Master and Student Schedules
- Analyze and develop course balance recommendations
- Work with division directors, department chairs, academic dean, and faculty to resolve conflicts in student schedules
- Coordinate on-campus standardized testing sessions as requested by divisions; including securing proctors, space, and technology needs
- Develop and execute communication plans for scheduling activities
- Create and regularly revise user and technical documentation and procedures
- Handle course add/drop requests
- Assist School Registrar with grading and records related activities

### **Knowledge, Skills, and Physical Requirements:**

- Bachelor's Degree in an appropriate field or four years of related experience in a non-profit environment
- Experience with Blackbaud systems; specifically onRecord, onCampus, and onMessage



- Experience with scheduling in independent school or higher education environment is preferred.
- Attention to detail
- Proficiency with Microsoft Office application suite
- Knowledge of independent school curricula and policies
- Strong organizational and time management skills.
- Ability to communicate efficiently and effectively in both written and spoken English
- Work in a fast-paced, stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Ability to multi-task and prioritize work.
- Ability to work independently and in a team environment.
- Ability to lift equipment and materials weighing up to 50 pounds
- Twist, turn and reach in completing a variety of job duties
- Sit for long periods of time using computer/technology
- Work in wide variety of environments as found in all areas of the school
- Works in varied and changing weather conditions, including extreme heat.

The above describes the general nature and level of work. This is not intended to be an exhaustive list of all responsibilities and duties required as they are ever changing in a dynamic work environment.

Please email your **resume** and **cover letter** to: [maxwellr@miamicountryday.org](mailto:maxwellr@miamicountryday.org)