



## **Director of Administration**

Position Type: Full-Time, 12-Month (Target Start Date: July 1, 2026)

Reports To: Head of School

### **Position Summary**

Lynnhaven School seeks a highly organized, warm, and dependable Director of Administration to lead the School's daily administrative operations. This role serves as the operational hub for the front office and family communications, ensuring that systems, schedules, and school records are accurate, responsive, and aligned with Lynnhaven's standards. The Director of Administration is often the first point of contact for families and visitors and plays a key role in creating a professional, welcoming, and well-run school experience.

In addition, the Director of Administration provides direct administrative support to the Dean of Academics by coordinating core academic operations, including report cards, transcripts, standardized testing logistics (PSAT/SAT), AP and College Board processes, and ensuring that student-facing systems and technology are prepared for advising and student appointments.

### **Essential Duties and Responsibilities**

#### **Front Office Leadership and Customer Service**

- Serve as the primary front-office lead and first point of contact for families, visitors, and vendors.
- Create a welcoming environment that reflects Lynnhaven's culture and values.
- Manage daily inquiries via phone, email, and in-person visits with professionalism, discretion, and urgency.
- Maintain strict confidentiality and sound judgment when handling student and family information.

#### **School Operations and Administrative Systems**

- Oversee day-to-day administrative workflow, calendars, and internal coordination to ensure smooth operations.
- Maintain accurate student records in alignment with School policies and compliance requirements.
- Support admissions, enrollment, registration, and withdrawal processes in coordination with the Head of School and Dean of Academics.
- Draft, organize, and distribute key school communications (weekly updates, reminders, forms, announcements) in coordination with school leadership.
- Coordinate supply ordering, front-office inventory, and basic office budgeting as directed.



- Support event logistics for school functions (family nights, orientation, awards, graduation, board/community events).

#### **Academic Operations Support (in coordination with the Dean of Academics)**

- Coordinate report card production timelines, teacher submission deadlines, and distribution processes.
- Maintain transcript systems and assist with transcript requests, record releases, and academic documentation.
- Support academic scheduling coordination and ensure accurate rosters and course records.
- Coordinate AP exam registration and other College Board-related processes as applicable.
- Coordinate College Board testing logistics, including PSAT and SAT school-day testing (as applicable).
- Coordinate with the Dean of Academics to ensure student systems, devices, and spaces are ready for advising meetings, testing, and student appointments.

#### **Technology Coordination and Readiness**

- Coordinate with the Dean of Academics and designated technology support (internal or external) to ensure student and staff devices, accounts, and access needs are ready for key school functions (testing, advising, reporting).
- Support day-to-day troubleshooting triage by collecting information, submitting requests, and tracking resolutions (not the lead IT role).
- Maintain organized documentation of logins, accounts, and renewal timelines as assigned.

#### **Communications and Social Media Support**

- Support the School's communications calendar by drafting and scheduling posts, reminders, and basic updates.
- Manage routine social media posting (photos, announcements, celebrations) under leadership direction and within school guidelines.
- Maintain consistent formatting, tone, and responsiveness across platforms.

#### **Compliance, Safety, and Professional Practices**

- Maintain secure practices for student information, records, and sensitive documents.
- Support required reporting and documentation processes as directed by school leadership.



- Uphold professional boundaries, confidentiality, and appropriate communication with students and families.

#### **Other Duties**

- Perform other duties as assigned to support the School's operations and mission.

#### **Qualifications**

##### **Required**

- 5 or more years of administrative, operations, office management, or school-based experience (school setting strongly preferred).
- Strong written communication skills with a professional, warm, and clear tone.
- Strong organizational skills and attention to detail; ability to manage multiple priorities with deadlines.
- High professionalism and discretion with confidential information.
- Demonstrated ability to work independently and as part of a small, collaborative team.

##### **Preferred**

- Experience with student information systems, transcript/report card processes, and school scheduling.
- Familiarity with College Board processes (AP registration, PSAT/SAT logistics).
- Experience with communications tools such as Mailchimp (or similar platforms) and basic social media management.
- Proficiency with Microsoft Office/Google Workspace and comfort learning new systems quickly.

#### **Core Competencies**

- Service-oriented and relationship-focused
- Highly organized with strong follow-through
- Calm under pressure and solutions-minded
- Clear communicator with strong judgment
- Systems thinker who improves processes, not just maintains them



### **Compensation and Benefits**

- Competitive salary commensurate with experience.
- Health insurance, dental insurance, and vision insurance.
- Retirement plan options.
- Paid time off and school holidays.
- Professional development opportunities.

### **Work Environment and Physical Requirements**

- Work is performed primarily in a school office environment with frequent interaction with students, faculty, and families.
- Must be able to lift at least 15 pounds, move supplies, and assist with basic event setup as needed.
- Occasional evening events may be required based on the school calendar.

### **How to Apply**

To apply, email [careers@lynnhavenschool.org](mailto:careers@lynnhavenschool.org) with "Director of Administration" in the subject line, addressed to the Head of School. Please include your resume, a cover letter, and the names of three professional references, along with each reference's email address and phone number.