Position Announcement
Full-Time Front Office Receptionist

Our Mission
Located in the heart of Oakland's historic Fruitvale district at the Saint Elizabeth Campus, Cristo Rey De La Salle East Bay High School (CRDLS) is a diverse, Lasallian Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. A rigorous and personalized college preparatory curriculum integrated with a corporate work study experience prepares students to succeed in college and in life.

Our Unique Approach
Working at CRDLS is UNLIKE working in a traditional high school environment.

As an independent private school, students aren’t placed at CRDLS; they choose us! We offer a near-zero tuition, college preparatory, student-centered instructional program. Faculty and staff are the backbone of the school and the development of relationships are foundational to the success of each student.

Through our personalized mentorship program, mastery- and project-based curriculum, and corporate work study program experience, our students build deep connections, learn to take initiative with their learning and participate in social justice causes.

The Ideal Candidate
This position represents the mission of CRDLS by supporting all front office operations. The front office serves as the first point of contact for all prospective and current families and students and is responsible for greeting and supporting families, faculty/staff and guests with warmth.

Reporting to the Front Office Manager and Registrat, this position acts as a liaison between families and faculty/staff, this position requires the ability to effectively communicate. To be successful in this position, you must be comfortable working in an open office, energetic environment. The ability to multi-task, proactively anticipate needs and be solutions-oriented is key.

We are seeking a dynamic growth-minded individual committed not only to our mission, but equity and inclusion who reflect and / or celebrate our rich cultural diversity. Though you may not be a classroom teacher, you will be a role model for our students and we hope you are excited about that! Please check out our seven essential characteristics of an educator at CRDLS.
Responsibilities include, but are not limited to:

- Serve as the receptionist by 1) greeting, checking in and directing visitors 1) answering all incoming calls on the main school line 3) managing late students and early departures 4) handling incoming and outgoing mail.
- Monitor daily attendance, absence and tardy tracking records. Work with the Dean of School Culture to follow up with truant students.
- Update PowerSchool, our Student Information System software as needed
- Prepare all schoolwide mailings
- Maintain faculty and general supply inventory and ensure office machines are operational
- Translate schoolwide documents and communications as needed
- Accept tuition payments for the Finance Office
- Provide administrative support to the President, Principal, Vice Principal
- Provide basic first-aid and administer medicine to students
- Serve on the Covid taskforce and play a leading role in ensuring Covid protocol

Skills and Qualifications

- Bilingual, Spanish required
- Maintain work hours from 7:45am to 4:45pm Monday through Friday
- Proficient in MS Office and G Suite
- Strong customer service focus and desire to learn the art servant leadership
- High degree of professionalism and ability to maintain confidentiality of sensitive information
- Ability to multi-task in a deadline driven environment
- Clear and effective oral and written communication skills
- Experience and/or desire to work with youth

Compensation

We offer a competitive benefits package. This is an hourly position.

The Application Process

If you would like to be considered for a position at Cristo Rey De La Salle, please submit a PDF document of your resume and cover letter with 3 professional references and 1 personal reference to hr@cristoreydelasalle.org.