Position Announcement
Full-Time Front Office Manager and Registrar

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 managing all front office and registrar 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 Principal, this position acts a liaison between families and faculty/staff and requires the ability to effectively communicate. You must be comfortable working in an open office, energetic environment. The ability to multitask, proactively anticipate needs and be solution-oriented is key.

We are seeking a dynamic growth-minded individual committed not only to our mission, but also to equity and inclusion and who reflects and / or celebrates our rich cultural diversity. In this position, you will actively serve as a role model for all students. Please check out our seven essential characteristics of an educator at CRDLS.
Responsibilities include, but are not limited to:

**Front Office Manager**

- Manage the front office and creates process and protocol to ensure a smooth operation.
- Support President, Principal, and Assistant Principal as needed
- Supervise and support the front office receptionist by assisting with 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.
- Manage PowerSchool, our Student Information System software in collaboration with leadership and IT
- Support Board of Trustees with scheduling and keeping board minutes
- Maintain the school’s internal and external calendar
- Translate schoolwide documents and communications as needed
- Provide basic first-aid and administer medicine to students
- Serve on the Covid taskforce and play a leading role in ensuring Covid protocol

**Registrar**

- Serve as the point person for student and parent database on PowersSchool
- Build and maintain up-to-date student/parent database and student files including health information
- Manage annual re-enrollment process
- Manage accuracy of daily attendance
- Manage and maintain cumulative files for all students
- Handle all transcript requests and withdrawal paperwork

**Required Skills and Qualifications**

- Bilingual, Spanish required
- Maintain work hours from 7:45am to 4:45pm daily.
- 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 multitask 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 benefit package as well as 401K with matching and health, vision and dental benefits.

**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.