



CRISTO REY | DE LA SALLE

EAST BAY HIGH SCHOOL  
ST. ELIZABETH CAMPUS

## **We're Looking for Innovative and Progressive Educators to Join Us!**

### ***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.

We are proponents of personalized learning. CRDLS leverages the *Summit Learning* platform to deliver its educational program. The school is sponsored by the *De La Salle Christian Brothers* of the District of San Francisco New Orleans and is a member of the *Cristo Rey Network*.

We are committed to principles of restorative justice and wholeness practices, and we integrate a unique corporate work study program in the educational experience of each student associate. Each student associate is employed five days per month by a corporate partner, local business, or community agency which, in turn, provides socio-political capital and tuition assistance.

### ***The Call***

CRDLS is seeking a **Front Desk Manager / Registrar** to join its community in a full time capacity.

### ***Essential Duties***

#### **Front Desk Manager**

- Respond to emails and phone calls in English and Spanish from parents seeking general school information.
- Greet visitors and direct them to appropriate personnel or departments.
- Set-up and maintain 'Raptor' (visitor screening software) and prepare reports on visitors on an as-needed basis.
- Receive and sign for packages and other miscellaneous items dropped off for faculty, students, or other members of our community.
- Open mail and manage mail log, occasionally logging and routing donations to the Mission Advancement Team.
- Provide general clerical and administrative support to the Academic Leadership Team, including calendar, communication, mail and other correspondence, email, records, and other duties as assigned.

- Report security concerns personally observed or received from others.
- Provide basic First Aid to students and manage Injury Log.
- Follow established protocols for emergencies and unusual or threatening situations.
- Explain the basics of admissions process, Summit Learning Platform, Corporate Work Study Program to visitors.
- Prepare mailings.
- Update external readerboard.
- Manage and provide guidance to on site front desk student worker.
- Maintain and monitor daily student attendance.
- Other duties as assigned by the Principal or Assistant Principal.

### **Registrar**

- Assist in preparation of mandatory annual statistical reports including Cristo Rey Network and Academic Office, including school profile.
- Support Assistant Principal with overall PowerSchool management.
- Collect, organize, and digitize all paper enrollment records for students.
- Coordinate general data management for standardized testing platforms including PSAT, SAT, and MAP.
- Generate report card template and report cards for our constituents.
- Create the Student Bell Schedule template and generated a personalized schedule per student.
- Print and post school calendar, bell schedule, special school schedules and athletic schedules.
- Print and utilize Master School Schedule to locate teachers & students, to plan meetings for Academic Leadership Team.
- Track attendance and produce attendance reports. Onboard teachers to attendance-taking process.
- Process transcript requests for current students and legacy Saint Elizabeth alumni.
- Process grade changes.
- Other duties as assigned by the Principal or Assistant Principal.

### **Eligibility**

- (1) Standard health and background checks including department of justice fingerprinting;
- (2) A Bachelor's Degree is preferred;
- (3) Prior experience working with underserved youth is preferred;
- (4) Prospective applicants with a Catholic background are preferred;
- (5) Regularly interact with students, parents, staff, and visitors;
- (6) Be able to occasionally lift up to 30 lbs;
- (7) Work at a desk and computer screen for extended periods of time.

### **Compensation**

We offer a competitive salary and benefit package for our faculty and staff.

### ***The Application Process***

If you are considering applying for a position at CRDLS, please submit via email to Chris Trinidad, assistant principal [[hr@cristoreydelasalle.org](mailto:hr@cristoreydelasalle.org)] one PDF document containing a resume or CV and a list of 3 professional references with email and telephone contact information for each reference.

If you are invited for an interview, please be prepared to provide (1) your transcripts from each undergraduate and graduate institution you attended; (2) a copy of any additional certifications including any credentials; (3) and, 3 letters of recommendation. Applications are accepted on an ongoing basis and will be reviewed in the order in which they are received. You will be contacted if you are selected to participate in the interview process.