



CRISTO REY

PHILADELPHIA
HIGH SCHOOL

Academic Operations Coordinator

Overview:

Cristo Rey Philadelphia High School, a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good.

Each student participates in the Corporate Work Study Program (CWSP), which offers a weekly work study experience for all four years.

Cristo Rey Philadelphia High School is seeking dedicated, intellectually curious and mission-driven educators who are open to growth and desire to be part of our committed community. As part of the faculty, they will have an opportunity to continue to develop one of Philadelphia's most promising educational options for young men and women. Candidates should have an appreciation of the school's mission and a commitment to the values of Catholic education. Click [here](#) for some more information about CRPHS.

Anticipated Start Date:

June 2021

Purpose:

The Academic Operations Coordinator supports the Academic Department by managing key schoolwide academic processes. This person ensures these processes are collaborative, well-coordinated, and communicated to all parties. This person reports to the Assistant Principal.

Responsibilities:

- Management of Student Information Systems (SIS) – PowerSchool and Salesforce
 - o Ensure accurate entry of all student and household information into both student information systems
 - o Collaborate with staff/faculty and Academic Data Manager to create SIS custom fields in order to best track student, family, and other information
 - o Obtain, create and distribute biographical and demographic data, maintaining the student directory and generating enrollment/demographic reports when needed.
 - o Ensure communication between systems and integration of relevant information across systems
 - o PowerSchool
 - Organize and administer records, registrations, cancellations, withdrawals and transcripts; create students' permanent transcripts; and prepare and print student trimester report cards including attendance, GPA, credits and honor roll list.
 - Organize and maintain the SIS including managing the gradebook and supporting faculty with use of software.

- Create the student and teacher master schedules, maintaining class balance, creating and printing individualized student schedules.
 - Creating student & parent accounts
 - Exporting/sending academic reports (progress reports, report cards, transcripts)
 - Enrolling sports teams (so coaches have PS access)
 - Manage alumni records, including transcripts and verification of alumni.
 - Provide verification of enrollment records to students' previous schools, for state reporting purposes
 - Track summer school enrollment and collect and process summer school transcripts
- Coordination of student assessments and assessment technology
 - o MAP
 - Upload student rosters to ensure that all student and faculty/staff accounts are created and that the most up-to-date class rosters are reflected in MAP reports
 - Create/maintain proctor instructional materials and train faculty/staff to proctor tests
 - Schedule test sessions for school-year testing, applicant testing and summer placement testing
 - Recommend students for re-testing, based on data trends and test duration
 - Work with IT so IT-related needs are met prior to testing
 - o CollegeBoard – PSAT/SAT, Advanced Placement (AP)
 - Work with Assistant Principal of Academics and Director of College & Career Counseling to ensure all CollegeBoard deadlines are met
 - Work with Cristo Rey Network staff to ensure that Cristo Rey Philadelphia complies with Network expectations
 - Create/maintain proctor instructional materials and train faculty/staff to proctor tests
 - Order tests and ensure that tests are available and ready prior to testing date
 - Collate and communicate full testing schedules to students, families, and faculty
 - Schedule & organize testing rooms and materials
 - o Internal Assessments
 - Creating schedule for rooms, proctors, sections
 - Organizing physical materials for exam administration
 - Communicate schedule and expectations to students/families
- Communication to Faculty
 - o Reminders about submitting grades (progress reports, report cards)
 - o Faculty meetings
 - o Exam/proctoring assignments
- Collaborate with other offices as needed
 - o HR: manage hiring posts and processes, onboarding new hires
 - o Transportation: communicating & coordinating when academic schedule
 - o Dean's Office
 - o Attendance Office
 - o IT
- Miscellaneous duties
 - o Coordinate Substitute Coverage

- Supervise one CRPHS Student Worker
- Manage Principal and Assistant Principal Schedules
- Create and maintain a welcoming and productive atmosphere in the Academic Offices
- Take part in school's religious and spiritual programs, including faculty and staff retreats.
- All other duties, as assigned

Compensation

- Full-time, year-round position with competitive salary and benefits.

Application Process

To apply for the Cristo Rey School Psychologist position, please send the following documents in an email to **jointheteam@crphs.org**:

- Resume or CV
- Cover letter expressing interest in this position
- Three references including name, title, relationship to applicant, phone number, and email address of each