



CRISTO REY

PHILADELPHIA  
HIGH SCHOOL

## Academic Office Manager

### **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:**

August 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
- 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
  - 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
  - o Internal Assessments
    - Creating schedule for rooms, proctors, sections
    - Organizing physical materials for exam administration
    - Communicate schedule and expectations to students/families
- Miscellaneous duties

- 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](mailto: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
- Short Essay Response: Who are you and why do you want to join the CRPHS team? (500 words).