



Christo Rey Philadelphia High School

## **JOB DESCRIPTION**

### **Family Contribution and Attendance Coordinator**

#### **Organization Summary**

[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. Founded in 2012 and based in a beautiful campus in the Tioga neighborhood of Philadelphia, the school serves over 525 students in grades 9-12, drawing from low-income households across the city of Philadelphia as well as Camden.

Each student participates in the Corporate Work Study Program (CWSP), an integral part of the Cristo Rey model in which every student works one day a week throughout their four years at the school. This program helps prepare graduates for a successful start to their career after college completion.

#### **Position Summary:**

Cristo Rey Philadelphia High School is seeking a Family Contribution and Attendance Coordinator to join our team of highly motivated and mission-driven professionals. The Family Liaison Coordinator will serve as the main point of contact between school departments and student families specifically relating to the areas of family contribution (tuition) and student attendance. The Family Contribution and Attendance Coordinator will report into the VP, Finance and Administration.

#### **Duties and Responsibilities:**

- Serve as the main point of contact with student families for family contribution and attendance.
- Interact with families to collect and manage student accounts, and maintain the school records on these accounts.
- Maintain all data systems related to attendance, truancy, and lateness and endeavor to reach school goals in these areas.
- Conduct parent communication and school recordkeeping in response to absences and lateness.
- Prevent and address truancy including but not limited to parent outreach efforts including phone calls, letters, and home visits.
- Liaison between school departments and parents to ensure parents have the appropriate resources (social worker, deans office, academics, etc.) as needed to support school attendance and family contribution obligations.
- Additional duties as assigned.

#### **Qualifications:**

- A genuine and strong commitment to the mission of Cristo Rey Philadelphia High School.



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- Ability to relate to a diverse population of students and parents a must.
- Maintain a positive and welcoming environment for parents, visitors, coworkers, and students
- Strong oral and written communication skills. Spanish fluency important for parent communications
- Proficiency in computer skills specifically, Microsoft Office: Outlook, Word, Excel and PowerPoint, and ability to learn and navigate other school record-keeping systems like FACTS and Powerschool.
- Proven experience multitasking, organizing and prioritizing work while maintaining attention to detail.
- Ability to handle requests and inquiries and respond within a timely manner.
- Demonstrated professionalism and responsibility, and a strong work ethic.
- A positive, high-energy attitude, and a drive for personal excellence.
- Flexible attitude, ability to work with urgency.
- Ability to work as member of team.

### **Education and Experience:**

- High School Diploma required, credits or working towards Associates/Bachelors preferred.
- Minimum of 3 years of professional experience, preferably within a nonprofit organization.
- Experience in education a plus, but not required.
- Ability to read, write, and speak Spanish.
- Experience with student information systems and academic record keeping, such as Facts, PowerSchool, preferred.

### **Physical Requirements:**

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in office space - reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, making phone calls.
- Must be able to sit for up to three to four hours looking at a computer monitor, using a keyboard/mouse and typing.

### **Application Instructions:**

Interested candidates should submit their cover letter and resume to [jointheteam@crphs.org](mailto:jointheteam@crphs.org).

Christo Rey Philadelphia High School is an equal-opportunity employer with excellent benefits and an entrepreneurial, results-oriented work culture. Salary is commensurate with experience.