



ABOUT CRJS

The Cristo Rey Network delivers a career-focused, college-preparatory education in the Catholic tradition for students with limited economic resources, uniquely integrating rigorous academic curricula with four years of professional work experience and support to and through college. We partner with educators, businesses, and communities to enable students to fulfill their aspirations for a lifetime of success.

OUR STORY

CRJS is a part of the largest network of high schools in the United States exclusively serving students of limited economic resources, and a proud member of the Jesuit Schools Network. CRJS is committed to building and sustaining an inclusive and equitable work environment. We believe diversity benefits and enriches the development of all, and we value the cultural diversity of our team.

If you are passionate about creating opportunities for students who would otherwise not have access to a high-quality college-preparatory Jesuit education - combined with professional work experience - and you are eager to use your skills and experience to create a faculty, student body, and school culture from the ground up, then this is the job for you. CRJS will welcome our first class of 9th grade students in the fall of 2024 and will add an additional grade level each year until we reach full enrollment.

WHAT YOU CAN EXPECT

Position: Registrar & Principal's Executive Assistant

Reports to: Principal

Job Classification: Full time, 12-month exempt

Salary: \$50-70k, DOE

Position Summary:

The Registrar works closely with the Principal and administration to promote a healthy and effective school culture aligned with the school's Mission Statement and values. The Registrar is the custodian of student information and records, including those records maintained in the school's databases and other networks.

Responsibilities:

- Oversees and manages the collection, maintenance, archiving, and release of student records, information, documents, forms, and releases;
- Serves as Principal's Executive Assistant and Office Manager, ensuring the school office runs in an efficient and friendly manner;
- Manages and oversees PowerSchool database, assisting with and training faculty and staff on grade reporting, communications, reports, and other database features;
- Assists Academic Dean with student registration and class enrollment, scheduling of classes, classroom and other academic year-end responsibilities;
- Maintains substitute teacher list and schedules subs as needed, providing subs rosters, keys, lesson plans, seating charts, etc. Inputs payroll for subs and faculty.
- Maintains school calendar and updates website calendar as needed;
- Updates and coordinates printing and distribution of student planner/handbook;
- Updates and coordinates the student/family directory;
- Builds forms in PowerSchool for annual family registration;
- Provides support to Student Enrollment Coordinator as needed during busy cycles;
- Processes invoices for payment;
- Supports administration to insure accuracy of records, information, documents, and forms;

- Ensures compliance with state and federal laws regarding privacy of student information, and legal requirements re collection, storage, and communication of student educational records and information;
- Manages annual collection of student health forms; immunization records; emergency information; authorizations/releases; DOB verification; responsible for annual reporting of immunization information;
- Maintains up-to-date and accurate academic and biographical records for students and families;
- Processes transcript releases and maintains current and accurate transcript records;
- Other duties as assigned;
- Manages production and distribution of class rosters, school and student schedules, and report cards;
- Supports the Principal as directed and in service of the school's leadership and administrative teams

PHYSICAL DEMANDS:

Consistent with light physical duties required of administrative office staff generally, including the lifting and transport of materials weighing up to 30 pounds.

BENEFITS

As an employee with Cristo Rey Jesuit Seattle, you will enjoy a competitive employee benefits program, including medical, dental, and vision coverage, retirement plan contribution, voluntary supplemental life and disability coverages, and paid time off.

HOW TO APPLY

All qualified applicants with a passion for Cristo Rey's mission and are encouraged to apply, especially those whose life experience resonates with the students and families we serve. Candidates who are bilingual are also encouraged to apply.

Please upload the following documents [HERE](#):

- Résumé, including educational and work experience, and LinkedIn profile if you have one.
- Cover Letter (not longer than one page) articulating your interest in this role.
- References: include the names and contact information of three professional references

Position will remain open until filled.

EOE

Cristo Rey Jesuit Seattle High School encourages applicants from a wide range of experiences and backgrounds to apply for this position. CRJS is an Equal Opportunity Employer. All employment decisions, policies, and practices are made in accordance with applicable federal, state and local anti-discrimination laws. Cristo Rey Jesuit will not engage or tolerate unlawful discrimination on the basis of actual or perceived race, creed, color, alienage or national origin, ancestry, age, disability or handicap, sex, marital status, citizenship, veteran status, sexual orientation, genetic information, religion, or any other characteristic protected by applicable federal, state or local laws. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certification.

