



**CRISTO REY DE LA SALLE EAST BAY HIGH SCHOOL
OAKLAND, CA**

Position Available: Director of Admissions & Community Engagement

Cristo Rey De La Salle East Bay High School is seeking a Director of Admissions & Community Engagement for its Roman Catholic, co-educational, secondary school to open in the fall of 2018 on the campus formerly home to Saint Elizabeth's High School. The school is sponsored by the De La Salle Christian Brothers, District of San Francisco New Orleans.

The school will use Corporate Work Study Program (CSWP) modeled after the successful programs at 32 Cristo Rey Network schools. All students are required to complete a college preparatory curriculum and participate in the Work Study Program. Under the Corporate Work Study Program, each student is employed five days per month by a local business or community agency to provide tuition assistance and complement the school's on-site curricular program. The school is currently participating in the Replication Process of the Cristo Rey Network.

The Director of Admissions & Community Engagement must be a dynamic, experienced professional to create, manage and embody a vibrant Admissions process that attracts and enrolls a diverse, sincere, resilient and ambitious student body. The Director must have proven cultural competence in a community committed to diversity, equity and social justice. The Director must have a strong ability to network, build relationships and communicate the vision and mission of the school to low-income families and neighborhood partners. The Director oversees the entire admissions process from invitation to enrollment, including overall policy, marketing, application progression, administration and budget. The Director demonstrates a strong skillset to develop and manage a variety of projects from visioning to implementation. The Director is a member of the school's leadership team and works collaboratively with the school to meet the objectives of the school and work program. This position reports to the Cristo Rey De La Salle East Bay High School President.

An ideal candidate for Director will have 5 or more years of experience related to the duties and responsibilities of education management, community engagement, student recruitment and/or admissions. In addition, this candidate must have a Bachelor's Degree in Education or related field (Masters preferred). The candidate must possess and model strong leadership skills, desire collaborative team management, be committed to understanding and embracing the cultural backgrounds of students and families, and possess both excellent written and oral communication skills. We seek a person who believes in the transformative power of education and supports the Lasallian Catholic mission of the school.

The Director of Admissions & Community Engagement is responsible for

- (1) Recruiting qualified students and families to apply to the school
- (2) Directing the Admissions Process from point of invitation to enrollment
- (3) Supervising staff and volunteers
- (4) Managing the Office of Admissions
- (5) Ad hoc projects assigned by the President

Commencement: Assume responsibilities by July 1, 2017.

Salary/Benefits: Competitive salary with full benefits.

Job Description: Full position description available at <http://www.delasalle.org/employment/>.

Application: Interviews will begin in mid-May and will continue until the position is filled.

Please email résumé, letter of intent demonstrating qualifications for the position as per full job description and three references with complete contact information to:

Michael Anderer | President, Cristo Rey De La Salle East Bay High School
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