

**Archdiocese of San Francisco, Department of Catholic Schools
Saint Brigid School
2018-2019**

Job Posting- Director of Admissions

Date: April 25, 2018

School Name: Saint Brigid School

School Address: 2250 Franklin St. SF CA 94109

Contact Person: Sister Angeles Marin & Mrs. Malia Peterson, Co-Principals

Position Type: part-time position (approximately 20 hours per week)

Job Description:

- Lead enrollment team consisting of parents, teachers, and school administrator
- Plan, organize, and lead school tours
- Prepare marketing materials
- Issue acceptance letters
- Correspond with families interested in Saint Brigid School
- Organize, plan and lead New Families Orientation
- Work with parent teacher Guild (PTG) implementing the Buddy Family program
- Work with teachers on student assessments and shadow days
- Contribute to school culture through participation in school-wide social, cultural, and religious events outside of the regular school day
- Communicate professionally and consistently with students, parents, and school personnel
- Display telephone and email etiquette. Correct English usage, grammar, spelling, punctuation and academic vocabulary
- Working in the Saint Brigid School front office greet and answer questions of all staff, parents, and students with warmth and concern.

Requirements/Qualifications:

- Have a MA/BA/BS, or advanced degree
- Reflect the values taught at Saint Brigid School
- Be able to work approximately 8:00 a.m. - 12:00 p.m., 5 days per week

Application Instructions:

Interested applicants should submit a letter of application and resume by mail or email to:

- Malia Peterson, Co-Principal, Saint Brigid School, 2250 Franklin St. SF, CA 94109

mpeterson@saintbrigidsf.org

Or

Sister Angeles Marin, Co-Principal, Saint Brigid School, 2250 Franklin St. SF, CA 94109

principal@saintbrigidsf.org