

Mercy High School – San Francisco Job Description

Job Title: Interim Attendance Coordinator
Department: General and Administrative
To: Associate Head of School for Mission
FLSA Status: Exempt; Hours: 7:30 am – 4:00 pm
Dates of Employment January - June 15, 2018
Preparation Date: January, 2018

ABOUT MERCY HIGH SCHOOL SAN FRANCISCO

Mercy High School, San Francisco, educates women to pursue lives of spiritual and intellectual depth, determination, and daring action to improve our world as an inclusive, Catholic, college preparatory community enlivened by the Gospel of Jesus and the charism of the Sisters of Mercy.

POSITION OVERVIEW

Reporting to the Associate Head of School for Mission (AHOS-M), the Interim Attendance Coordinator is primarily responsible for assisting the AHOS-M to ensure accurate documentation of matters related to student attendance. This position reports to a member of the Executive Leadership Team (ELT) and will be handling sensitive school matters. This position requires discretion and confidentiality.

PRIMARY RESPONSIBILITIES

- Attendance
 - Oversee the attendance records of all students during regular school term. This requires phone calls to families, detail oriented follow-through and facilitation of teacher cooperation and accuracy.
 - Maintain and manage the office with regard to tardy policies and other student issues, including: athletic dismissals, field trips, retreats, students who are ill and leave school, check-in / check-out, etc.
- Main Office Coordination
 - In collaboration with the Executive Assistant for Associate Heads of School, greet visitors, answer phones, address parents, student and faculty/staff inquiries, supervise assigned student workers, participate in fire and lock-down drills.
 - Distribution of daily mail to faculty and staff
- Other duties as assigned.

QUALIFICATIONS

- Dedication to the mission and charism of Mercy High School San Francisco.
- Strong written and verbal communication skills required.
- Detail-oriented and organized. Capacity to manage multiple tasks and timelines simultaneously a must.

- Proficiency with information technology including G-Suite and Microsoft Office Suite.
- Experience in nonprofit development, community outreach and/or volunteer management preferred.
- Highly motivated self-starter with proven ability to develop creative solutions.
- Flexibility, sensitivity, diplomacy and the outstanding interpersonal skills necessary to work collaboratively with multiple constituencies required.
- Ability to work both individually and as part of a team required.
- Available to work some evenings and weekends required.

TO APPLY

To apply for this position, email a copy of your resume, a cover letter, and 3 references to jobs@mercyhs.org. Your cover letter should explain why you are interested in the position and what unique qualities you would bring to the role. Strict confidentiality will be maintained for all applicants and only finalists' references will be contacted.

Mercy High School San Francisco is an equal opportunity employer.