



# Christian Brothers High School

## Job Description

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Job Title: **School Resources Coordinator**  
Reports to: Chief Financial Officer  
Status: Full Time; 12-months per year  
FLSA Status: Exempt or Non-Exempt  
Salary: TBD

### **The Mission of Christian Brothers**

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

### **Summary of Position:**

Under the direction of the CFO and in conjunction with the Facilities and Maintenance Supervisor, the School Resources Coordinator performs a wide variety of independent logistical and technical duties to coordinate the use of school resources, including transportation and vehicle maintenance; event and facilities usage and scheduling; van schedules; monitors and assists students, faculty and staff as needed and coordinates communication between administrators, faculty, staff, students and the Facilities department. Acts as a liaison between community partners and school administration to secure appropriate space, resources, and recruitment of families and students within the school building to implement community school programs. Helps manage vendor relationships, drive the best return on investments for vendor spending, and create a robust RFP process for CB that minimizes risk and maximizes return. Ensures COI documents are on file and up to date for vendors.

### **Duties:**

1. The resource coordinator builds relationships for shared leadership and ownership in the community and school, facilitates collaborative planning processes, supports the implementation of programs/services/initiatives around identified goals, creates procedures for information and resource-sharing, and manages communications. Oversee and supervise the use of the school calendar and communications about events, van rentals, etc.
2. Identify the necessary resources that are needed to carry out a particular objective.
3. Attends school-based meetings including all-staff, grade level, committees, school climate, etc. as determined appropriate by school administration to collaborate.
4. Perform general and program-specific clerical functions to support the facilities department.
5. Under the direction of the CFO and in conjunction with the Facilities and Maintenance Supervisor, serve as a liaison on behalf of the facilities department regarding the coordination and scheduling of facilities and maintenance resources.

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6. Coordinate school transportation uses and maintain vehicle maintenance records. Help maintain and clean vehicles.
7. Coordinate with the Business Office and provide documentation support for external facilities use requests.
8. As directed, research a wide variety of topics to provide information to assist the facilities department in addressing a wide variety of needs.
9. Assist with receiving, sorting, and distributing incoming, outgoing, and internal mail and correspondence as needed; receive, distribute, or notify appropriate personnel of incoming packages; assist staff with bulk mailing or other special projects as needed.
10. Operate a variety of office equipment including a copier, fax machine, computer, and assigned software (Office Suite (strong Excel), Outlook, Teams, etc.)
11. Assist in the preparation and dissemination of materials and information to the public and staff regarding various events/activities.
12. Identify, pounce on, and roll-out opportunities to improve efficiencies.
13. Perform other duties as assigned.

### Qualifications Knowledge and Skills

1. Perform a wide variety of independent and autonomous clerical duties to relieve the supervisor(s) of administrative and clerical detail.
2. Coordinate flow of communications between administrators, faculty, staff, students, parents, and the public.
3. Perform general clerical support duties including typing, filing, and copying.
4. Understand and follow oral and written directions.
5. Work independently with little direction.
6. Maintain routine records and prepare reports.
7. Add, subtract, multiply and divide quickly and accurately.
8. Operate a variety of office equipment, including a computer and assigned software.
9. Complete work with many interruptions.
10. Communicate effectively both orally and in writing.
11. Prioritize and schedule work.
12. Determine appropriate action within clearly defined guidelines.
13. Ability to work in a fast-paced team environment.
14. Desire to learn and understand business processes from beginning to end.
15. A positive can-do attitude and trustworthiness.
16. Strong work ethic and additive to a positive work environment.
17. Strong English usage, grammar, punctuation, spelling, and vocabulary.
18. Modern office practices, procedures, and equipment.
19. Telephone techniques and etiquette.
20. Interpersonal skills using tact and courtesy.
21. Recordkeeping and filing techniques.

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22. Basic report techniques.
23. Operation of a computer and assigned software.

### Education and Experience

1. College degree preferred
2. Two years of broad, varied, and increasingly responsible clerical experience in a school or district office preferred.
3. The ideal candidate will be efficient, organized, flexible, and possess an aptitude for technology.

### Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to lift up to 25 lbs.
5. Ability to operate a computer
6. Ability to process written, visual, and/or verbal information
7. Ability to operate basic office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation needed would not result in an undue hardship.

Those interested should submit a resume and cover letter to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org) Along with your submission in the subject line please list the title of the position you are interested in applying. This position is open until filled.

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***This document in no way constitutes an offer of employment nor act as terms and conditions of employment.***

Christian Brothers High School is an Equal Employment Opportunity Employer.  
Minorities/Women/Veterans/People with Disabilities.

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