



Student Services Coordinator

Notre Dame High School (NDB) is seeking a Student Services Coordinator who demonstrates a strong blend of empathy for student well-being, exceptional interpersonal skills, and a commitment to supporting a positive and dynamic school environment. The ideal candidate is highly organized, able to effectively manage multiple priorities, meet deadlines, and maintain a high level of confidentiality when handling sensitive student information. They possess excellent written and verbal communication skills, intermediate computer proficiency, and a proactive approach to problem-solving. This individual works collaboratively with students, parents, faculty, and staff, follows established school policies, regulations, processes, and procedures as outlined in the Parent/Student Handbook, and contributes to the smooth operation of student services while fostering a welcoming and supportive experience for all members of the school community. Reporting to the Attendance Manager, this is a 10-month position that plays an integral role in supporting the daily operations of the school and ensuring effective student services.

Front Office & Operational Support

- Greet and welcome all students, families, and visitors with professionalism and warmth
- Manage front office interactions and provide excellent customer service
- Coordinate catering orders and logistics for meetings and school events
- Provide administrative support as requested by the administration

Attendance & Student Services

- Manage and monitor all aspects of student attendance, including absences, tardies (morning and during the school day), and early dismissals
- Receive and log attendance calls, voice messages, and written communication from parents/guardians
- Enter attendance data into PowerSchool accurately and promptly
- Contact parents/guardians to confirm unreported absences
- Ensure proper documentation for early dismissals, including medical and dental appointments
- Manage and document early releases and verify appropriate authorization
- Record absences for non-school-related reasons (e.g., club sports, dance, DMV appointments, family events)
- Locate and notify students for early dismissals
- Follow up on students absent from class and those returning from absences who have not reported to the office
- Generate and maintain school-wide attendance reports; notify teachers of discrepancies



- Monitor and track patterns of absences and tardiness
- Communicate excessive absences/tardies to counselors, administration, and parents/guardians
- Maintain and organize all attendance records and files
- Coordinate and communicate with Tri-Schools regarding attendance and monitor returning students
- Provide attendance reports as requested by the administration

Student Activities, Athletics & Daily Operations

- Assist with the preparation and coordination of daily announcements in collaboration with Student Activities/ASB leadership
- Maintain and operate the public address system
- Post athletic rosters for fall, winter, and spring sports
- Manage early athletic release lists and communicate with the Athletic Department regarding student eligibility/attendance on game days
- Coordinate and execute a timely lunch release based on the daily schedule

Faculty/Staff Support

- Create, maintain, and monitor faculty/staff sign-in procedures
- Provide general administrative/secretarial support as needed

Graduation & School Events

- Coordinate with vendors for graduation materials, including caps and gowns
- Prepare, manage, and distribute graduation attire spreadsheets annually
- Oversee distribution and collection/return of graduation attire
- Order and distribute graduation and event tickets
- Assist in planning and execution of Baccalaureate Mass and Graduation ceremonies
- Coordinate volunteers and ensure materials are prepared for graduating students

Lockers & Student Logistics

- Assist with locker assignments, changes, and distribution of school-issued locks
- Maintain accurate locker records in PowerSchool
- Support freshman orientation and homeroom processes

Health, Safety & Student Support

- Assist students who become ill during the school day; support health needs in the absence of a nurse, including monitoring medications and records



- Process permission slips for field trips and events; maintain documentation and required reporting
- Assist with emergency preparedness, drills, and implementation of safety procedures
- Monitor and maintain the school clock, bell schedule, and special schedule programming
- Communicate student behavioral or family concerns to counselors and administration

Qualifications:

- High school diploma required; associate's or bachelor's degree in education, business administration, communications, or a related field preferred.
- 2–5 years of experience in administrative support, front office management, customer service, or school operations.
- Experience working in an educational setting, particularly with adolescents, preferred.
- Experience managing confidential records and sensitive information.
- Ability to handle emergencies calmly and follow school safety procedures.
- First Aid/CPR certification
- Successful completion of required background checks and clearances.

Benefits

This is a full-time position, 30 hours per week, Monday through Friday, from 8 am to 2:30 pm (6 hours per day), including a 30-minute lunch break. This position is eligible for health benefits.

Interested candidates should submit a letter of intent, resume, and three letters of recommendation through the EdJoin.org website:

[Apply here](#)

About Notre Dame High School, Belmont

NDB is an independent, Catholic college preparatory school for young women, dedicated to the educational mission of St. Julie Billiart and the Sisters of Notre Dame de Namur. It is located in Belmont, California.