



Job Position : Information and Systems Manager

OUR SCHOOL

An Urban School With Heart: Berkeley Rose Waldorf School is a vibrant, metropolitan school, located in Berkeley/Oakland, California, with access to the greater San Francisco Bay Area and stunning nature in every direction. Our families and faculty are innovative and passionate about providing a holistic education for children.

Founded in 2009, our school serves approximately 150 students from Nursery programs through 8th Grade, along with parent-child classes and parent education events for the local community.

We welcome students, families, faculty, and staff of all races, ethnicities, countries of origin, cultural, religious, ideological and political affiliations, socio-economic backgrounds, gender identity, sexual orientation and any other articulation of human identity. We offer the gifts of Waldorf education to children growing up in highly technologized culture sorely in need of a developmentally appropriate education that centers on what it means to be a human into the future. The Berkeley Rose faculty strive to model a lifelong love of learning and to support the individual journey of every child.

ABOUT THE ROLE

The Information and Systems Manager is an integral member of the life of the School. They provide day-to-day support to parents, students, administration and faculty. They are a helpful presence to everyone interacting with Berkeley Rose and an important voice in how we organize and manage the information and systems that our school relies upon.

Compensation & Benefits: This is a Full time salaried position (exempt). Annual salary range of \$67,000-\$71,000. Berkeley Rose Waldorf School offers a generous employee benefit program, including support for professional development, full tuition remission for enrolled children, medical and dental plans, paid vacation, personal time off and sick leave. This is a year-round, onsite administration position that includes 19 individual paid holidays each academic year. In addition full time exempt non-faculty employees accrue

20 vacation days (160 hours) which are usually taken in the summer. You also are entitled to 7 sick days and up to 3 personal days. Hours are generally 8 am - 4 pm and include some Saturdays.

Preferred Start Date: May 15, 2025

Primary duties and responsibilities of the position include:

Information and Systems Manager

- Responsible for all systems used within our school and community including Ravenna, Google Groups, ParentSquare and Mail Chimp, Website (or whatever the current School data base and platforms)
- Assist and support the Administrative Team with clarity, accountability and the effective implementation of school administrative policies and procedures in coordination with the School Director, Faculty and Admin
- Track daily student attendance for K-Grades in Ravenna
- Create and suspend email accounts/inboxes as needed
- Manage & maintain Google groups for internal teacher/staff communications, as well as parent google group
- Act as Super Admin for the Ravenna database; perform regular updates and troubleshooting issues on Ravenna as needed
- Enroll all incoming students on Ravenna and manage & update enrollment packets and contracts on Ravenna
- Manage & maintain ParentSquare, performing regular updates including annual rollover, status changes, adding new staff; assisting faculty, staff & parents, creating groups
- Ensure proper collection and maintenance of all school data, including prospective & current family data (in collaboration with Enrollment Coordinator), and alumni information (in collaboration with Outreach Coordinator)
- Update & publish Mid-Term & End of Year Reports in collaboration with Pedagogical Chair
- Route all tuition contracts, billing, or financial matters to Business Manager
- Set up & manage After School Programs & Camps; bill for drop-ins
- Create permission forms for field trips as needed
- Update School Calendar on Ravenna/Website
- Manage Zoom account and support logistics of virtual tours if needed

- Create transcript requests in collaboration with Enrollment Coordinator Create, print, and distribute hard copy directory, if required

Content Creator

- Collect information for, create, and send weekly school newsletter in conjunction with Outreach Coordinator
- Manage & update school website
- Film and edit video footage for blog/website features
- Design promotional material in collaboration with Outreach Coordinator and/or Enrollment Coordinator
- Manage web updates for Parent Child registration
- Take and file photographs for newsletter, website updates & yearbook
- Manage/create yearbook
- Create flyers and other promotional & marketing materials as needed

Emergency Response and Safety Coordinator

- Update First Aid kits annually; order supplies as needed for First Aid office & program kits
- Organize, schedule, and conduct safety drills for fires and earthquakes
- Oversee emergency and safety supplies, procedures, maps, and walkie talkies

Member of the Administrative Team

- Uphold the values, mission, and vision and promote the programs of BRWS
- Facilitate and monitor as necessary policies and procedures for the school
- Assist faculty and Board with administrative tasks as needed
- Provide day-to-day support to parents, students, administration, faculty, and Board, including administering bandaids, First Aid, and other health-related support as needed
- One day a week - Open campus (when arriving at 7:45am) including; assisting arriving students at curb & front desk, ensuring student supervision, and facilitating safe drop-off
- Staff the front desk and answer and respond to incoming phone calls, emails as needed.
- Direct parents, students, colleagues, members of the public and representatives of other agencies to the appropriate resources within the school
- Manage and/or support—in collaboration with admin team, faculty, and parent volunteers—school festivals and events such as Harvest Faire, Winter Wander,

Experience Waldorf, May Faire, Grandparents & Special Friends Day, Rainbow Day, Graduation

- Support teachers with student/classroom supervision on occasion, if needed
- Close campus and provide support to the after school program (when closing at 5:30pm) including locking all doors and windows (on rotation in Admin, generally one day a week)

Meetings

- Meeting with Faculty & Staff of the School as requested.
- Attending weekly All Staff meetings.
- Weekly Administration meetings (during school)

QUALIFICATIONS

- Minimum 2 years experience managing information and systems
- The necessary computer skills to do the job
- A familiarity with or a willingness to learn about Waldorf education.
- Ability to work collaboratively
- Completing all the necessary trainings required (such as First Aid, Mandated Reporting Training, TB test, Fingerprinting, and may include others)

NEXT STEPS

If you are interested in applying or learning more, email siva@berkeleyrose.org
Please include "Job Application" in the subject line of your email.

To apply, please include:

Cover letter expressing your interest in the position

Current resume

List of three professional references with name, relationship, phone number, and email
(references will not be contacted without your permission)

We look forward to hearing from you!