

Extended Day Front Desk Coordinator

Reports to: Director of Auxiliary Programs

Job Status: Part-time (40% FTE) Monday-Friday, 3:00-6:00 pm

Start Date: Immediately

FLSA Classification: Non-exempt

Compensation: \$30-\$31 per hour, commensurate with education and qualifications.

Opportunity for additional hours through subbing and operational support.

ABOUT THE SAN FRANCISCO SCHOOL

The San Francisco School is a coed independent preschool through eighth grade school with a commitment to a multicultural and inclusive community. Suitably characterized by a parent as “an urban school with a village atmosphere,” the School embraces San Francisco’s ethnic, cultural, and economic diversity. Our progressive approach to education encourages children to develop self-reliance, solid academic skills, creativity, and a commitment to social justice. Students graduate academically prepared, inquisitive, courageous, and eager for the challenges ahead.

OVERVIEW

The San Francisco School is seeking a warm, organized, and highly responsive Extended Day Front Desk Coordinator to support our after-school programs.

This role serves as the first point of contact for families, students, and staff during Extended Day and plays a key role in ensuring safe, smooth, and welcoming daily operations. The ideal candidate is calm under pressure, detail-oriented, and thrives in a fast-paced, people-centered environment.

KEY RESPONSIBILITIES

Reporting to the CFOO and Director of Auxiliary Programs, and working closely with the Extended Day team and Front Desk Coordinator, responsibilities include:

Front Desk and Community Presence

- Greet students, families, and visitors with warmth and professionalism
- Serve as a central point of communication during Extended Day hours
- Answer phones, respond to inquiries, and receive mail and deliveries
- Serves as a key point of entry and supervision during Extended Day hours, including monitoring building access, greeting and screening visitors, and supporting overall campus safety

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Student Safety and Dismissal Coordination

- Ensure safe, accurate, and efficient dismissal for all Extended Day and after-school programs
- Verify authorized pickups and communicate changes clearly with staff
- Maintain consistent dismissal procedures

Program Operations and Systems Support

- Maintain daily attendance records and Extended Day rosters
- Support coordination of schedules, enrollments, and program logistics
- Use and help manage registration platforms (e.g., Jumbula) and internal systems
- Ensure accuracy and organization of student and program information

Family Communication and Support

- Communicate with families in a timely, clear, and supportive manner
- Help troubleshoot scheduling questions, registration issues, and daily logistics
- Partner with families to support a smooth Extended Day experience

Team and Operational Support

- Collaborate with Extended Day and school staff
- Communicate key updates and support the daily program flow
- Provide coverage support, including subbing, as needed
- Assist with special events, early dismissals, and school-wide coordination

QUALIFICATIONS

Demonstrates strong interpersonal skills and the ability to create a welcoming, supportive environment for students, families, and staff

- Communicates clearly and professionally in person, over email, and by phone
- Maintains discretion and handles sensitive information with confidentiality
- Applies problem-solving skills and sound judgment in a fast-paced environment
- Exhibits strong organizational skills and attention to detail
- Effectively manages multiple priorities while remaining calm under pressure
- Proficient in Google Suite and open to learning school-specific systems and registration platforms
- Works collaboratively as part of a team and contributes to a positive work environment
- Demonstrates cultural competency and a commitment to fostering an inclusive community

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THE SAN FRANCISCO SCHOOL

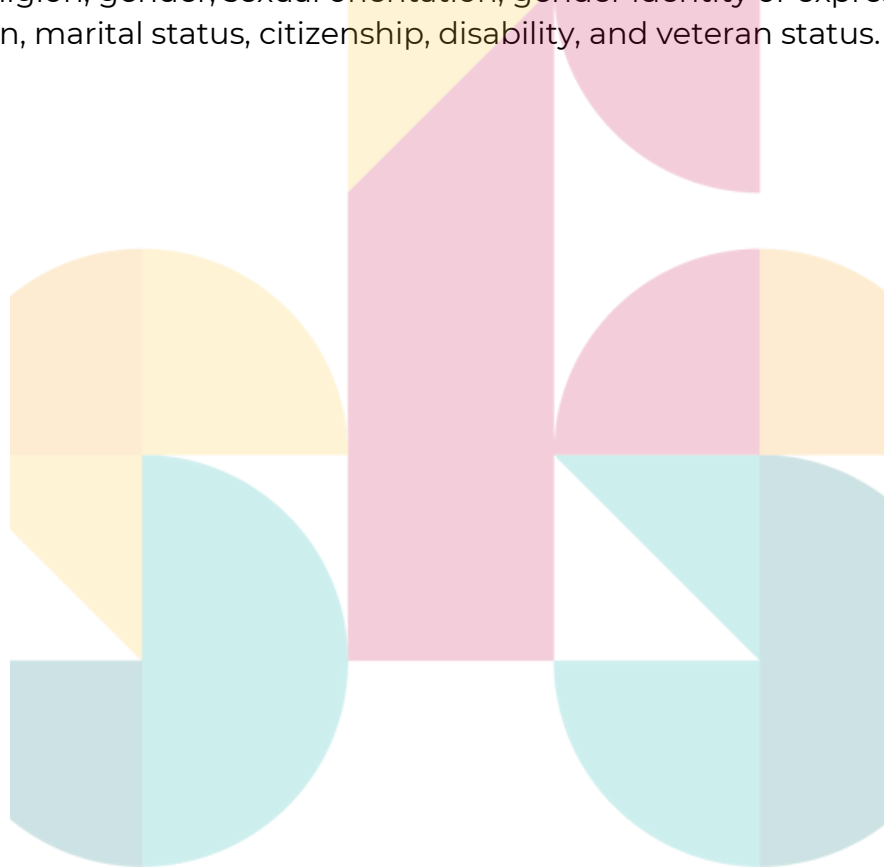
300 Gaven St.
San Francisco, CA 94134
415.239.5065
www.sfschool.org

HOW TO APPLY

Please submit to jobs@sfschool.org

- Resume and cover letter
- License number and type
- Three professional references

The San Francisco School is an equal opportunity employer. We continually strive to build an inclusive culture in our diverse community. The San Francisco School encourages applications for employment from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.



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