Bellarmine College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmine College Preparatory, located in San José, California invites applications for a full-time Director of Scheduling position. The Director of Scheduling is responsible for creating and maintaining Bellarmine’s Master Schedule, which includes: all student and teacher schedules, maintain student information system, and support Assistant Principal for Academics with the preparation of the scheduling process. Director of Scheduling acts in an advisory role when students and parents have questions about graduation requirements and curriculum options. It is the responsibility of the Director of Scheduling to review and keep the course catalog up to date, as well as to guide the process for new course submissions. Working at Bellarmine Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmine complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Essential Responsibilities:

- Create a master schedule and room grid, maximizing use of space and time
- Create schedules for each student based on their course requests, grade level, and graduation requirements
- Review finished student schedules for completeness and following-up with counselors and department chairs as needed
- Regularly review and update processes for registration with Academic Assistant Principal and Counseling team
- Coordinate and manage the timely release of online schedules and related information during the summer (FAQs, master class grid, master room roster)
- Meet with department chairs and Academic Assistant Principal to review the results and tentatively plan each department’s grid
- Collaborate with counselors and department chairs to obtain approval and teacher feedback for appropriately placing students in advanced classes
- Perform and provide data analysis on a variety of focus areas with academics, demographics and testing
- Revise and update the course catalog and collaborate with the Assistant Principal for Academics to ensure the catalog, scheduling, and graduation requirements are displayed accurately and clearly online
- Provide guidance to department chairs in the new course proposal process, as well as aid in the UC, AP and NCAA approval process
- Maintain Bellarmine’s UC approved and NCAA Clearinghouse course list
- Provide updates to the Online Course Request (OCR) functionality with IT
- Work with the Helpdesk, Zendesk and other systems to complete course drops or unique scheduling situations
- Communicate with department chairs and administrators about schedule changes that require approval, delegating responsibility to counselors when possible
- Coordinate with Assistant Principal for Academics regarding transfer students and families to build schedules based on previous coursework to fulfill Bellarmine’s graduation requirements
- Collaborate with Admissions on Enrollment Manual for incoming Freshmen

Minimum Qualifications/Skills:

- Bachelor’s Degree from an accredited college/university
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents
- Strong organizational and problem-solving skills
- Proven innovator, self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Ability to work effectively with students and staff at all levels, displaying a positive attitude, demonstrating presence and self-confidence, and exhibiting motivation and drive
- Demonstrated commitment to cultural proficiency
- Ability and willingness to learn student information systems (SIS) and other software

**Preferred Qualifications:**

- Ability write SQL
- Experience working in education or with adolescents

**Physical Requirements:**

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the classroom as needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material on a computer screen (often for extended periods of time) and/or on a mobile device/laptop

**General Information:**

- Salary Range: $120K - $130K per year
- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends
- This position is eligible for benefits
- This position has no direct reports
- This is not a telecommuting position

**Additional Eligibility Qualifications**

- Satisfactory clearance of TB test Assessment, background check (pursuant to a fingerprint scan), eligibility to legally work in the United States (sponsorship of a work visa or work visa extension not available)

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**To Apply Online:** Please complete the [Bellarmine Faculty Application Form](mailto:hr@bcp.org) located on our Employment at Bellarmine | Bellarmine College Preparatory (bcp.org) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating “Director of Scheduling” in the subject line of the e-mail.

*Bellarmine College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*