



*An award-winning EL Education School in Washington, DC*

### **Bilingual Front Office Manager- 2<sup>nd</sup> Shift**

The Front Office Manager position is critical to the operation of the school and the duties are many and varied. This position is highly visible to parents and the broader community and vital to the success of a positive experience for visitors at Capital City. This position will work Monday – Friday from 11am-7pm.

This is a 12-month position, which is non-exempt and therefore eligible for overtime pay under the provisions of the Fair Labor Standards Act.

The many and varied responsibilities of a Bilingual Front Office Manager include:

- Acting as the first point of contact for various visitors to the building including parents, community members, vendors and deliveries, and fostering a safe and welcoming environment
- Answering and routing incoming phone calls during school hours and controlling visitor entry to the building
- Assisting with the maintenance of accurate student daily and lunch attendance records via our online student information system, sending automated calls to families, and communication with staff
- Maintaining positive relationships with students and assisting them as needed
- Managing communications with families, listserv postings, and mailings as directed
- Assisting in maintaining cumulative student records and admission processes as needed
- Managing student information and admissions databases
- Generally supporting school operations
- Supporting Spanish-speaking families and community members, including translating written materials
- Ensuring that student files are up-to-date and organized
- Sorting mail and faxes, and delivering messages to staff
- Managing a busy front desk while working closely with the three school office managers
- Completing other duties as assigned

**Qualifications:** Associate's degree required, Bachelor's degree preferred. Strong oral and written communication skills in **English and Spanish** are required. Candidate must be organized, flexible, detail-oriented and able to multi-task. Candidate should be friendly, professional, and comfortable interacting with a variety of people including adults and children. Prior office

experience, including familiarity with office systems such as student databases, Microsoft Excel, and word processing is essential. The schedule is 11am-7pm with the possibility of hours shifting earlier or later depending on special events.

**Salary Range:** \$30,000-\$40,000 based on experience (includes full benefits)

**About Our School:** Capital City was founded in 2000 and now serves 983 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model ([www.elschools.org](http://www.elschools.org)). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

**To Apply:** Email your resume and cover letter to [capitalcityjobs@ccpcs.org](mailto:capitalcityjobs@ccpcs.org) with "**Bilingual Front Office Manager-2<sup>nd</sup> Shift**" in the subject line. For additional information, please visit our website [www.ccpcs.org](http://www.ccpcs.org).

*Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.*