



An award-winning EL Education School in Washington, DC

Lower School Bilingual Office Manager

Capital City is seeking to hire a Bilingual Office Manager.

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 Bilingual Office Manager include:

- Greeting and welcoming parents, students, and visitors
- Managing communications with families, including weekly packets, listserv postings, and mailings
- Answering and routing incoming phone calls during school hours and controlling visitor entry on the Lower School floor.
- Creating and maintaining cumulative student records
- Managing daily attendance via our online student information system, sending automated calls to families, and communication with staff.
- Managing student information and admissions databases.
- Managing a busy school office environment
- Generally supporting school principal and other Administrators.

Qualifications: Associate's degree required, Bachelor's degree a plus. Strong oral and written communication skills in **English and Spanish** are a must. 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.

Compensation and Benefits: Capital City offers a competitive salary commensurate with experience and a comprehensive benefits package

To Apply: Email your resume and letter of interest to Amy Wendel, Lower School Principal, at capitalcityjobs@ccpcs.org. Please include the position title in the subject line of your email. Visit our website at www.ccpcs.org for additional information about our organization.

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). 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.

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.