



An award-winning EL Education school in Washington, DC

Bilingual Front Office Manager for SY2020-2021

Capital City is looking for innovative, experienced, and passionate staff members for the school year 2020-2021.

At Capital City, we challenge the status quo every day. Our staff are skilled, compassionate, solutions-oriented, and unwavering in their commitment to give children of all ages, all backgrounds, and all abilities the education they need to thrive. If you want to help prepare the next generation of changemakers, apply today!

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

Why work at Capital City?

- **Work hard and achieve results, together!** At Capital City, staff members work on collaborative teams that grapple with challenges, celebrate successes, and support and learn from one another.
- **Diversity, equity, and inclusion aren't just buzzwords.** We believe the diversity of our staff and the students we serve is our greatest asset. We take seriously the responsibility to achieve equity for our students and build a culture where staff engage in dialogue about race and work to build an inclusive culture.

A Front Office Manager at Capital City

Reception (Morning and Afternoon)

- Greet visitors to the building and ensure that visitors other than parents, sign in and wear a visitor's badge.
- Act as the first point of contact for parents, community members, vendors, etc.
- Answer telephones and pass on urgent messages.
- Help maintain a safe front entrance environment at all times, ensuring students are directed to the appropriate locations, particularly during inclement weather.
- Communicate with the administration on duty for direction on inclement weather and arrival/dismissal policies.
- Ensure that visitors to the building are buzzed-in and use a visitor's badge.
- Screen calls in case of an emergency and notify administrative staff as needed.
- Develop systems for organizing the physical space and operations of the front desk.
- Assume primary responsibility for maintaining front desk systems. Keep the front desk stocked with basic office supplies.
- Instruct other staff on office procedures. Notify staff of changes as needed.

- Supports Campus Office Managers in coordinating early dismissals and late arrivals.

Interaction with Students and Parents (Morning and Afternoon)

- Attends medication administration training and assists students as necessary in the absence of the school nurse.
- Conducts daily lunch monitoring in the cafeteria.
- Maintains accurate records of after school activities schedules and locations.
- Supports dismissal of students from after school activities and after care.
- Supports special after school events such as sporting events.
- Works closely with the Director of After School Programs during after school hours.
- Communicates with parents about different volunteer opportunities at the school.
- Is aware of school-wide events and calendar.

Support to Spanish-speaking families and community members (Morning and Afternoon)

- Supports translation of general notices and materials into Spanish as needed.
- Assists visitors or parents in Spanish as needed.
- Serves as a general resource for Spanish-speaking families.

After School (Afternoon)

- Supports after school teachers and staff as needed.
- Maintains accurate records of after school activities schedules and locations.
- Supports dismissal of students from after school activities and after care.
- Supports special after school events such as sporting events.
- Works closely with the Director of After School Programs during after school hours.

Mail (Morning and Afternoon)

- Sorts incoming mail and delivery to mailboxes in the Teacher Work Room
- Sorts incoming faxes and places them in appropriate mailboxes.
- Checks to see outgoing mail is picked up by the postal carrier.
- Prepares mailings as needed.
- Handles all incoming documents and forms to the front desk, enrollment applications, health forms, messages from parents or teachers.

Admissions and Re-Enrollment (Morning and Afternoon)

- Works with other staff to prepare re-enrollment information for families.
- Supports new families as needed with the re-enrollment process.
- Has knowledge of the My School DC application process.
- Collects and organizes registration information returned by families; notes what is missing and follows up with families who have not provided the required information.

Administrative Support (Morning and Afternoon)

- Keeps up to date on the Kids Ride Free Program (Metro) in order to share current information with students and families.
- Collects and records payments for all school initiatives including family campaigns, lunch payments, merchandise, donations, PSA, etc. Ensures funds get to the Business office.
- Supports the collection and distribution of FARM applications (meal sign up forms).

Desired Qualifications:

Minimum required qualifications: Associate's degree or two years towards a Bachelor's Degree.

Strong oral and written communication skills in English and Spanish are required. Candidates must be organized, flexible, detail-oriented and able to multitask. Candidates 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.

In addition to the above requirements, staff members must meet the requirements of all hires at Capital City including a criminal background check and a negative TB test.

Compensation and Benefits:

Capital City offers a competitive salary and benefits package. Learn more about our salary and benefits: bit.ly/Salary_Benefits

Competitive compensation. At Capital City, salaries compensate for experience and qualifications.

Benefits. Capital City invests in a comprehensive benefits package to support the happiness and well-being of staff at all stages of career and life. Benefits include 100% of health insurance covered for full-time employees, up to 6% in retirement contributions, preferred student admission for children of staff living in DC, and support for you and your family when needed.

To Apply

Email your resume and letter of interest to capitalcityjobs@ccpcs.org. Please include the position title and/or grade level 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 currently serves a diverse population of nearly 1,000 students across PK-12th grade. We have been recognized as a model for social, emotional and academic development. Our program emphasizes a commitment to diversity and equity, a strong inclusion model and the integration of arts into the curriculum. We are a credentialed EL Education Mentor School (<https://eleducation.org/>) in the national network of over 150 schools. Through this model, teachers craft long-term learning expeditions that connect learning to the real-world and incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Learn more at 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 requirements of the position being filled.