



WASHINGTON LATIN
PUBLIC CHARTER SCHOOL

**BUSINESS OFFICE ASSOCIATE &
EXECUTIVE ASSISTANT**
to School Leadership
School-Year 2019-2020
Full-time, 12-month position
Start Date: Summer 2019

JOB PURPOSE

To provide responsible and confidential administrative support to school leadership and the Board of Governors.

QUALIFICATIONS

This job opportunity will afford a fast-paced, firsthand experience in business administration, management, entrepreneurship and leadership at a mid-sized (\$14 million budget) non-profit organization. The position requires deft management, attention to detail, and strong communication skills. The successful candidate will demonstrate an ability to juggle multiple tasks and take initiative to meet stakeholder needs.

ESSENTIAL JOB OBLIGATIONS

Financial Management

- Perform daily accounts payable functions using third party bill payment software, AnyBill and in-house checks;
- Receive payments in checks, deposits and PayPal accounts;
- Prepare bills for services provided by the school to families;
- Assist Finance Director with financial reporting as needed;
- Perform bank deposits;
- Provide support with the National School Lunch Program;
- Assist with school maintenance and supply systems ;
- Take meeting minutes at Finance Committee meetings;
- Manage internal transportation and van use for the school;
- Other responsibilities, as directed by supervisors.

Administrative Support

- Draft reports, letters, presentations, and mailings to various stakeholders
- Screen and prioritize incoming calls and requests
- Maintain and manage calendars, scheduling, and supporting meetings for the Head of School and School master calendar;
- Handle travel and other logistical arrangements for the Head of School and other school leaders;

- Provide front desk coverage, as needed;
- Take minutes for meetings and ensure careful reporting of next steps to be taken;
- Provide administrative support for annual student enrolment and enrollment audit process;
- Other responsibilities, as directed by supervisors.

Board of Governors Support

- Arrange and schedule conference calls and meetings for monthly Board meetings;
- Arrange and schedule conference calls and meetings for Board committees;
- Maintain a record of Board and Board committee meetings;
- Prepare and distribute agendas and supporting documents;
- Other responsibilities, as directed by supervisors.

Qualified applicants should submit a résumé, letter, and list of references to jobs@latinpcs.org.

WHO WE ARE

Washington Latin is a liberal arts, college preparatory school with a classical mission serving 700 students in grades 5-12 from across the District of Columbia. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students’ respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students’ long-term success.

WHO YOU ARE

You are a master of your field, a curious lifelong learner, and someone who loves working with and for kids. Additionally, you consistently do the following:

For Students

- ✓ Support our respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Consistently support high academic and personal expectations for students both in and out of one's classroom;

For Colleagues and Administrators

- ✓ Respect one's colleagues and administrators in word and deed;
- ✓ Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;

For Parents

- ✓ Recognize the partnership between school and home as a crucial component of a student's experience in school;
- ✓ Be willing to invest the time to develop and maintain relationships with families;

For Oneself

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant organizations for one's continued growth;
- ✓ Discuss with your supervising administrator any particular conditions that could make life at Washington Latin more enjoyable and productive;
- ✓ As much as possible, maintain some healthy balance of professional and personal time.

COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY

Washington Latin is an equal-opportunity employer and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. 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. Washington Latin will fully comply with all employment-related and other laws. 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.

APPLY NOW

Qualified applicants should submit a résumé, cover letter, and list of references to jobs@latinpcs.org.

[Read more](#) about Latin's model, teaching approach, and community on our website – www.latinpcs.org