

ADMINISTRATIVE ASSISTANT for TALENT

School Year 2021-22

Part-time

Start Date: Immediate

Location: Rudolph Campus



JOB PURPOSE

Administrative assistant wanted to help in talent recruitment. This assistant would work closely with the school leadership team to identify promising candidates, screen resumes, communicate with candidates regarding their application status, track the application status of all candidates in a database, and schedule and coordinate candidate interviews. Candidate must also be willing to involve him or herself in the life of the school.

RESPONSIBILITIES

Resume Screening

- Track resumes collected on the school website and through Indeed and other websites
- Examine resumes closely using a provided criteria to screen applicants
- Enter all screened applicants into a database and share with school leaders

Communication with Candidates and School Leaders

- Email candidates and school leadership to schedule interviews
- Email candidates to inform them of their status

Database Management

- As candidates move through the hiring process, update the database to reflect their status
- Communicate with school leaders regularly to ensure that the database is updated and accurate

Scheduling

- Work with candidates and school leadership to coordinate interviews on Zoom and in person
- Communicate with the candidate regarding the details for their interview day, including logistics, and information for their sample lesson
- Assist candidates in preparing for their interview day and sample lesson by facilitating communication with the necessary school personnel

QUALIFICATIONS & SKILLS

- Associate's Degree required, Bachelor's Degree preferred
- Ability to communicate clearly and concisely, both orally and in writing with interested candidates, school personnel, and external stakeholders
- High level of proficiency with Microsoft Word and Excel and Google Docs and Sheets
- Detail-oriented and organized
- Friendly and personable

Washington Latin Public Charter School ★ *A Classical Education for the Modern World* ★ www.latinpcs.org

Rudolph Campus: 5200 2nd Street NW ★ Washington, DC 20011
Cooper Campus: 711 Edgewood Street NE ★ Washington, DC 20017

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

WHO WE ARE

Washington Latin is comprised of two liberal arts, college preparatory schools with a classical mission serving over 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 schools are 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.

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- **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.

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 fill out an [application](#) and 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