



SPECIAL PROJECTS COORDINATOR

School-Year 2022-23

Full-time, 12-month position

Start Date: Immediately

JOB PURPOSE

The Special Projects Coordinator works with Washington Latin's senior leadership team in three major areas: support with talent and hiring, administrative support with the Board of Governors, and coordination of substitute teachers across our two campuses. The Special Projects Coordinator has a wide range of responsibilities that require excellent interpersonal and written communication, ability to juggle multiple projects at the same time, strong organizational skills and a strong desire to take initiative.

This job reports to the Chief of Schools.

IDEAL QUALIFICATIONS

- Bachelor's Degree Required – Education or related field preferred
- Demonstrated ability to communicate effectively with others in written and verbal forms.

Responsibilities

Talent and Hiring:

- Collect, compile, and screen resumes of teaching candidates using criteria provided by school leadership.
- Reach out to candidates to schedule interviews with school administrators.
- Communicate actively with candidates via email and phone to coordinate their interview schedules.
- Coordinate travel arrangements for out of state candidates.
- Greet and guide candidates on campus to ensure they have a positive experience during their day at Washington Latin.
- Conduct reference checks on candidates as requested by school administrators.

Administrative Support for Board of Governors:

- Ensure Washington Latin is compliant with the Open Meetings Act by ensuring that all meetings agendas, minutes, and recordings are posted in a timely manner and contain the necessary information
- Stay up to date with any changes to the Open Meetings Act to ensure ongoing compliance

- Actively use and administer Washington Latin’s Board on Track account - post all meeting agendas, minutes, and documents in a timely manner and ensure that appropriate access to all documents is given.
- Communicate actively with Board members, specifically Committee chairs and the President and Vice President, to schedule committee meetings and Board meetings. Create and send calendar invites and Zoom links as needed.
- Take detailed minutes at all Board meetings, Committee meetings when requested, and at Board retreats and other functions as needed.
- Respond to Board members’ edits and feedback on minutes and other Board documents.
- Assembles meeting materials for Board meetings and other Board related meetings as assigned.
- Train and orient new Board members and senior staff on the use of Board on Track.
- Creates, maintains and updates a system of filing in Board on Track of historic and current official records and documents of the Board.
- Updates board of governors list in Board on Track as any changes occur.

Hiring and Logistical Support for Substitute Teachers:

- Coordinate teacher requests for substitutes
- Reach out to and schedule substitutes when teachers are absent
- Greet substitute teachers, prepare teacher materials for them, and ensure they have the resources needed to be successful for the day
- Be available for substitute teachers requests throughout the day

Knowledge, Skills, and Abilities

- Commitment to the classical mission of the school
- Superior organizational skills
- Ability to multitask
- Clear communication in speech and writing
- Takes initiative to learn more and immerse oneself in the life of the school
- Passion for and commitment to quality education for all students

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

Washington Latin Public Charter School ★ *A Classical Education For the Modern World*

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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.

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 resume to jobs@latinpcs.org. Please do not submit a cover letter. Final candidates for the position will be asked to complete a two-to-three-hour assignment remotely before a final interview takes place.

Read more about Latin’s model, teaching approach, and community on our website- www.latinpcs.org. This job description does not state nor is it intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty member and participate in the full life of the school.