



**SCHOOL RECEPTIONIST**  
**School-Year 2022-23**  
**Full-time, Short-term position**  
**(Mid-November 2022 through January**  
**2023) with possibility**  
**of longer-term employment**  
**Start Date: mid-November/early December**

## **JOB PURPOSE**

To be a welcoming and helpful presence for those who call the main number or visit the campus, representing the school with a positive and informative demeanor. Work closely and collaboratively with other front office and security staff as well as school administration. Maintain the reception area as a tidy, calm, and hospitable space for guests. Support the administration with various clerical tasks as well as supporting school events and activities as needed. Specific duties include (but are not limited to):

- Provide accurate and timely information to families and visitors in person, electronically, and by phone.
- Represent the school with a calm and forthright demeanor.
- Answer telephones and take and deliver messages.
- Communicate school updates and information to families as necessary, exercising discretion with sensitive information.
- Manage packages and other deliveries for faculty and students.
- Provide assistance to faculty where requested and needed; seek out additional work in downtimes.
- Take initiative to assess and respond to student and faculty needs as they arise.
- Record and report daily attendance information to the appropriate personnel.
- Work with the Director of Student Enrollment to facilitate prospective parent/student visits.
- Work with the Security Officer as needed to monitor entering and exiting of the building.
- Assist the Director of Operations with inventory and ordering of office supplies, catering for meetings, etc.
- Assist with initiating, organizing, and completing other school office projects.

## **IDEAL QUALIFICATIONS**

- The successful candidate will demonstrate a genuine ease around students, parents, and educators.
- They will also be able to work in a busy environment while remaining calm and help maintain order and an atmosphere of civility, decency and respect among all visitors and members of the school community.

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

711 Edgewood St NE ★ Washington, DC 20017 ★ 202.697.4430 ★ [www.latinpcs.org](http://www.latinpcs.org)

- They will need to be flexible and a team player, providing support and assistance to other activities or departments at Washington Latin, as needed.
- High school diploma required; post-secondary training or college degree preferred.
- *Fluency in Spanish not required but preferred*

## 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.

## 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](mailto: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](http://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.*