



WASHINGTON LATIN
PUBLIC CHARTER SCHOOLS

A Classical Education for the Modern World

School Receptionist

School Year 2023-24

Full time 12-month position

Start Date: Immediate

Location: Cooper campus

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 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.
- Represent the school with a professional, calm, and forthright demeanor.
- Support faculty by providing assistance where requested and needed; seek out additional work in downtimes.
- Take initiative to assess and respond to student and faculty needs as they arise.
- Communicate school updates and information to families as necessary.
- Answer telephones and take and deliver messages and packages. Provide information to callers as needed and appropriate.
- Communicate any attendance information to the appropriate division 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.
- Manage deliveries for faculty and students.
- Assist with initiating, organizing, and completing school office projects.

WHO WE ARE

Washington Latin is a liberal arts, college-preparatory school network across two campuses serving students in grades 5-12 from across the District of Columbia. Our mission is to provide a challenging, classical education that is accessible to all students. We seek to develop students who will become thoughtful citizens and leaders, contributing to the public good in their lifelong quest towards a fuller humanity. Ours is a school where words matter, ideas matter, and people matter.

Washington Latin envisions a diverse and integrated school community in which:

- All members value truth, beauty and goodness;
- All students, regardless of background, can develop the habits of mind, content knowledge and self-efficacy to thrive;
- Teachers, counselors, deans and other staff members can grow in their careers and in the development of their craft;
- We nurture ambition for lives that are personally fulfilling and of service to others; and

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- We can serve as a model for exemplary public education.

Our school is grounded in the following values and principles:

- **Small and Diverse by Design:** Washington Latin has a deeply relational culture. A small school allows all people to be seen, heard, known, and valued. This supports the ability to gather as a community. Small does not mean homogeneous. We believe you can have a small and diverse community. We believe that the diversity of our student body leads to diversity of thought and appreciation of multiple perspectives. Diversity is a means, not an end - it leads to richer learning and intellectual integration from which everyone benefits.
- **Words Matter, Ideas Matter, People Matter:** Washington Latin believes in using words correctly, confidently, and respectfully. We believe in debating ideas, ancient and modern. We value the inherent worth and rights of individuals, regardless of age, background, identity, or role. Washington Latin believes these rights, liberties, and freedoms do not have to be earned, but are a part of what it means to be human. We strive to honor people's individual freedom and choice within the bounds of communal bonds. We define success as a fuller humanity.
- **A Classical Education to Prepare for the Modern World:** Washington Latin holds simultaneously to the timeless truths of the ancient traditions- The Good, The True, and The Beautiful - and the current benefits and challenges of life in the 21st century. 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. This is not a rigid and purist celebration of the past, but one that honors the benefits and acknowledges the challenges of the classical tradition.
- **Sumus Leones:** This Latin phrase means "We are lions." The lion is our school mascot, and this motto is used to underscore our collective identity and rally school spirit. Lions are not solitary animals, they are members of a pride with defined individual roles within the group. School is a communal place that serves the immediate community as well as the individual. The lion principle also reminds us of the courage needed to live our convictions in a complex world and to speak out when our values are challenged.
- **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.

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

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WHO YOU ARE

Required 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.
- 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 highly preferred.

Faculty Expectations

The success of Washington Latin depends on hiring faculty committed to the rigorous classical mission and who truly love students and learning. The unique culture and mission of the school are learned through daily interactions, so the adults must model the same outcomes we have for our students. Faculty autonomy is crucial, as is support at all stages of development. All administrators teach. Authority is relational, not contractual. Across adults and kids, there is respect without the issues of power and hierarchy that typically exist in schools. We are seeking adults who can foster this type of environment at Washington Latin. This means you consistently strive to develop the following:

Literate, well-reasoned, informed, and flexible thinker, speaker, and writer:

- You develop opinions that are reasoned, informed, and flexible.
- You are committed to independent reading and have a strong knowledge of how to interact actively with any text.
- You are a critical and flexible thinker who understands classical rhetorical categories.
- You build knowledge of a canon of classical works of literature and seek experience in comparing modern and classical works.
- You write as a method of analysis, as well as an expression of creativity.
- You can parse out words into Greek and Latin roots and are committed to lifelong vocabulary development. This ability comes from an understanding that words matter.
- You show an ability to consider multiple perspectives as well as a willingness to be wrong.
- You are not only an engaged and expert speaker, but also a listener.
- You show curiosity in the face of the difficult.

Value the Good, the True, and the Beautiful:

- You appreciate the transcendent dimension of humanity and recognize that there is something larger than us as individuals.
- You demonstrate ethical behavior and have an appreciation for leading an ethical life.
- You show courage and a willingness to step up to the plate.
- You engage deeply in your community and appreciate the role of ceremony in one's life and in shaping a community within a tradition.
- You are honorable and true to your ethical and intellectual self. You puzzle through and discuss complex moral issues. You see multiple perspectives and truths.
- You have informed opinions about the true origin of the universe.

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- You welcome beauty into your life and see the aesthetic dimension of life, your own and life around you.
- You have a posture of wonder in the face of the natural world.
- You appreciate the arts; have knowledge of or experience in artistic traditions and expressions.

Prepare for the Modern World:

- You are an active participant in the modern world and appreciate the role of the past in understanding the present.
- You have deep knowledge of the history of the world with a particular emphasis on both the positive and negative history of America.
- You are a digital citizen with the capacity to use, understand, and evaluate technology as well as to understand technological principles and strategies needed to develop solutions and achieve goals.
- You represent yourself and the school professionally in all settings, including digital.
- You value the other and go to them first with any complaints or concerns. You work through conflict productively and remain solutions-focused.
- You demonstrate the ability to make informed decisions concerning the environment, willingness to act on these decisions to improve the well being of others, and participate in civic life.
- You have global awareness, the study of society and the manner in which people behave and influence the world around us.
- You hold a recognition and respect of the differences and shared humanity of the world's people and across lines of diversity (e.g. race, ethnicity, gender, culture, religion, etc.).
- You show an appreciation for the diversity of the faculty and student body and resulting diversity of ideas.

Develop Healthy Habits of Mind, Body, and Spirit:

- You are aware of and committed to mental, emotional, and physical health.
- You demonstrate healthy habits of mind. You are self-aware, understanding your own personal states including emotions, strengths, weaknesses, skills, passions, abilities, biases, privileges, and conceptions of and impact on others.
- You show an ability to regulate your attention, emotions, and executive functions, including giving situations the importance they deserve. This includes a healthy sense of humor and ability to see the light side of life. You maintain a calm demeanor during stress or crises.
- You show integrity by presenting yourself genuinely and taking responsibility for your feelings and actions. You accept ambiguity and are willing to recognize the gray areas in life and that there may be multiple truths.
- You have grit; you persevere in the face of challenges and understand that one can get smarter with hard work and practice.
- You have strong relationship skills and cooperate with others, resist inappropriate social pressure, seek and offer help when needed. You show an appreciation for mediation in the role of solving conflict.
- You are committed to physical wellness by maintaining healthy habits of sleep, exercise, and nutrition.
- You embody spirituality, an appreciation for the transcendent dimension of humanity- the higher purpose and the meaning of life. You are comfortable discussing questions of ultimacy and of religious affiliations.

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- You show empathy - an ability to identify, acknowledge and understand the emotions of others. You show concern for others, take on their perspective, and demonstrate an appropriate emotional response.

Embody ‘Discite Servaturi!’: This phrase means “Learn those who are about to serve.” We believe that the purpose of education is a societal good, not an individual one. We seek to develop faculty and students who will become thoughtful citizens and leaders, contributing to the public good in their lifelong quest towards a fuller humanity. We nurture ambition for lives that are personally fulfilling and of service to others. As a participatory citizen, it is incumbent on faculty and students to learn about the history of whatever community in which they might find themselves so that they may commit to action in solving problems faced by that community.

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!

Interested in joining our faculty or learning more about our schools?
Please complete an initial [application](#). Questions? jobs@latinpcs.org