



JOB DESCRIPTION

POSITION: Bilingual Administrative Assistant
12 month position
REPORTS TO: Director of Operations

Bridges mission is to provide an exemplary educational program that includes all students. Our developmentally appropriate, student and family-centered educational approach nurtures students to expand their developmental skills, in order to build a foundation for life-long learning. Bridges Public Charter School is expanding into an elementary school program.

QUALIFICATIONS:

The ideal candidate should have the following skills and characteristics:

- Strong oral and written communication skills in **English and Spanish are required.**
- Willingness to project a welcoming environment while both representing and communicating the beliefs and values of the school
- Be professional and feel comfortable interacting with a variety of people including adults and children.
- Positive attitude and very strong work ethic
- Excellent organizational ability in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines
- Ability to multi-task projects, people, and events to get the job done
- Strong computer skills, including fluency with Microsoft Word and Excel
- Ability to communicate effectively with diverse individuals and to handle calmly and efficiently situations ranging from routine to emergency
- Ability to maintain strict confidentiality in regard to work performed
- Ability to both take direction and show initiative
- Have a minimum of 30 college/university credit hours. Associate's degree or higher a plus.
- A minimum of 2 years related work experience
- Prior office experience, including familiarity with office systems.
- Be committed to meeting the needs of a diverse student population
- Have a track record of being a team player and community minded
- Be committed to their own learning - willingness to learn new things and eagerness to acquire new skills

RESPONSIBILITIES INCLUDE:

Daily Operations:

- Greeting and welcoming parents, students, staff and visitors. Serving as the first point of contact between Bridges PCS and the general public.
- Answering / routing incoming phone calls and greeting everyone who enters the school building in a warm and welcoming way.
- Screen visitors and guide them to the right staff/location in school.
- Support daily attendance tracking and monitoring by recording attendance in student information systems, recording attendance for late student arrivals, parent call log and contacting families regarding tardy or unexcused absences.

- Create reports to address attendance related matters.
- Creating and maintaining cumulative student records.
- Coordinate with custodial or food service staff and the Operations Assistant and / or Operations Director to ensure that immediate or unexpected cleaning or food service needs are handled appropriately.
- Distribute meals and ensure meals delivery process happens on-time.
- Provide administrative support for the school including , photocopying, preparation of school mailings, faxing, scanning, document organization and maintenance; and creation of various documents for correspondence and communications to staff and families
- Schedule and coordinate meetings, events, interviews, appointments, and/or other similar activities for campus leadership
- Report building maintenance needs to the Operations Manager and support coordination with vendors and custodial staff on repairs, deliveries and installations
- Support Principal and other Administrators as needed.
- Managing a busy school office environment.
- Other duties as assigned.

Family Support:

- Address concerns and questions of families in a way that supports the school’s mission, vision, and values in a timely and accurate manner.
- Respond to in-person, email, and phone inquiries from families about Bridges’ program.
- Support new and returning families with the enrollment process and be the liaison for the school to collect student information from the parent.
- Support logistics and execution of student recruitment and enrollment events, including open houses, enrollment sessions, and orientations.

Miscellaneous

- Dispense medications to students.
- Provide basic first aid and care of students when injured or sick.
- Engage parents and families in their student’s learning and acting as an ambassador for the school in the community.
- Contribute productively to the school as a whole.
- Attend and participate in school events outside of regular school hours.
- Other duties as assigned.

SALARY & BENEFITS

Salary is based on educational level, certification(s), and years of experience. Employees will be contracted yearly. Contracts will be renewed according to evaluations and staff interest. Health benefits (medical & dental), disability insurance, and a retirement plan: 401-(k) or the continuation of the DCPS retirement plan.

HOW TO APPLY

Submit a cover letter and resume via email (jobs@bridgespcs.org) addressed to HR.

Bridges Public Charter School
 1250 Taylor St. NW
 Washington, DC 20011
 Fax (202) 545 - 0517

Emails submission should include in the subject line: "Bilingual Administrative Assistant"

To ensure safety for all students, all staff members may be fingerprinted. Background checks will be conducted on all school staff prior to their service as employees. Bridges is an equal opportunity employer. We evaluate all applicants without unlawful consideration of race, religion, age, color, sex, national origin, disability, veteran status, sexual orientation, or any other basis prohibited by applicable law.

Spanish-speakers and persons of color are strongly encouraged to apply.