



FRONT OFFICE COORDINATOR

Start Date: As soon as possible

Salary: \$35,000-45,000

Status: Full-Time, Non-Exempt, 12-months

Benefits: 403b, Dental, Life, Medical, Vision

Job Category: Operations

Overview:

The Front Office Coordinator (FOC) partners directly with staff, students, and families at Circle City Prep and acts as the first face or voice families see/hear when they connect with our school. The FOC is a key member of the school's Operations Team reporting to the Director of Operations. They are charged with the organization, aesthetic, records keeping, and communication of the front office for all visitors, families, and staff.

Background on the Organization:

Circle City Prep is deeply committed to supporting *all* students to live up to their power and potential through a rigorous college prep education. Circle City Prep is an elementary school built on research and best practices of high performing charter schools nationwide and is uniquely focused on educating students on the Far Eastside of Indianapolis. We are heading into our 8th year as an organization, fully enrolled Kindergarten - 8th grade.

Job Responsibilities:

As a Front Office Coordinator, you will:

- Provide exceptional customer service to all stakeholders and visitors who interact with the front office
- Ensure front office is highly organized, welcoming, and structured efficiently for visitors, staff and scholars
- Support family communications and develop deep relationships with scholars and families
- Manage phones and use systems to communicate information to staff, scholars and families
- Manage key front-office systems including visitor management, mail and package deliveries, and faxes
- Support late-arriving students with signing-in and receiving a pass to go to class
- Ensure compliance with school safety protocols and visitor expectations
- Light nurse responsibilities (band-aids, medication distribution)

School-Wide Operations

- Support execution of campus arrival and dismissal procedures
- Manage system for daycares and early pick-ups
- Support printing and distribution of materials including report cards, awards, testing materials, and posters
- Support logistics and execution of on and off-site special events, including family events and field trips
- Support maintenance of our student information system (i.e. contacts, addresses, etc.)

Attendance & Enrollment

- Support families with enrollment, registration, and student records processes
- Collaborate with operations team on systems related to enrollment, attendance, and student retention
- Manage daily attendance system, including tardies, excused and unexcused absences, and early pick-ups
- Execute and record daily attendance calls for absent scholars

Compliance

- Management of entry and integrity of data.
- Ensure compliance with student records related to health and academics and create systems in the front office for organizing.

Requirements:

To be considered as a Front Office Coordinator, you must have/be:

As an equal opportunity employer, Circle City Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.



- Associate's or Bachelor's degree, preferred
- Track record and evidence of exemplary personal organization.
- Spanish or Haitian Creole speaking, highly preferred.
- Belief in and alignment with Circle City Prep's core values and educational philosophy is non-negotiable.
- Pass a criminal background check, as required by law
- Willingness to work occasional weekend and evening work hours required]
- Work 7:00am - 4:30pm daily

Apply Today!

Go to www.circlecityprep.org and click Join Our Team and our application submission link.