



## JOB DESCRIPTION

### Front Desk Information Associate

#### About Shining Stars Montessori Academy Public Charter School

*Shining Stars Montessori Academy Public Charter School's mission is to offer a quality Montessori education infused with culturally inclusive principles to guide children to develop to their fullest potential.*

Shining Stars Montessori Academy Public Charter School is one of only a handful of public Montessori schools in the nation's capital that offers a program from preschool through the sixth grade. The school's teachers and staff live the school's mission of providing a quality and 'authentic Montessori education' and so our program is centered on the writings and vision of a Maria Montessori-directed best practices learning environment.

#### Position Summary:

The Front Desk Information Associate will support the Shining Stars Montessori Academy PCS mission by supporting the work of the Executive Director, and the other unit directors as is required. The position provides general office support, welcome, and be the first-line assistance to all parents and visitors in a professional manner, and providing a variety of clerical activities/related functions. The hours for this position are Monday- Friday 7:00AM to 4:00PM.

#### Essential Functions & Accountabilities:

##### Registrar

- Assist with student information database(s) (e.g. National School Lunch Program/NSLP, eSchoolPlus, SLED, etc.)
- Assist with inputting student attendance information, school admissions, and enrollment processes to include, maintenance of accurate records for new student enrollment and the school lottery process and produce reports as needed and maintain a filing system for such documents
- Assist during open houses events such as Ed Fest if requested



Shining Stars Montessori CFC Donor  
designation code is 61463



### Information Administrative Associate

- Greet all parents and visitors in a professional, friendly manner, and provide guidance on SSMA sign-in and visitor identification policies and procedures
- Answer, screen and direct all calls to appropriate staff
- Provide general information to callers
- Collect and track lunch and fundraising funds using QuickBooks or any other designated database
- General clerical support to include assistance with the preparation of letters and mailing materials
- Manage scheduling of conference room for visitors
- Receive, sort, and deliver stamped mail
- Assist with morning student drop-off and afternoon pick-up.
- Meet with the Director on a regular basis
- Other duties as assigned

### **Required Competencies & Qualifications:**

- Honest and trustworthy
- Excellent customer service skills
- Excellent verbal and written communication
- Ability to multi-task
- Flexibility
- Punctuality
- Familiarity with public school or public charter school clerical and student support demands

### **Education and Experience:**

- Associate degree required, and Bachelor's degree preferred
- Minimum 2 years of office and customer service experience
- Knowledge of basic clerical and office procedures
- Familiarity with Microsoft Office Suite, and Google docs required; eSchool Plus
- Excellent keyboarding skills
- Ability to work as a collaborating member of a high performing learning community of Montessori teachers, parents, students and staff

### **Working Conditions:**

The working environment characteristics described represent those an employee encounters while performing the essentials functions of this job. The position involves sitting for extended periods of time, bending or standing as necessary, and may require some lifting up to 50lbs.

### **Reports to: Director of Compliance and School Performance**



Shining Stars Montessori CFC Donor  
designation code is 61463



## M

**To Apply:** Step 1: Go to the school’s website at [www.shiningstarspcs.org](http://www.shiningstarspcs.org) , and click on the ‘Careers’ tab. Complete the employment application.

Step 2: Send your resume and a cover letter to [careers@shiningstarspcs.org](mailto:careers@shiningstarspcs.org), with ‘Front Desk Information Associate’ in the Subject Line.

*The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this position. This is not an exhaustive list of all duties and responsibilities associated with this position. Shining Stars Montessori Academy Public Charter School reserves the right to amend and change responsibilities to meet business and organizational needs.*

*Shining Stars Montessori Academy Public Charter School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.*



Shining Stars Montessori CFC Donor  
designation code is 61463