

Job Description: Middle School Bilingual Receptionist

School Background: Guadalupe Centers Schools are a free, open enrollment, public charter school currently serving students in Pre-K and grades K-12. Guadalupe Centers Schools are part of the Guadalupe Education System (GES) under Guadalupe Centers, Inc. It is sponsored by the University of Central Missouri. The vision of GES is to empower students to succeed in college and their chosen professions by providing a rigorous and enriching learning experience that develops highly educated, socially conscious, culturally competent, contributing members of society.

Reports To: Middle School Principal

Essential Duties and Responsibilities: Other duties may be assigned.

- Accurately and efficiently process the required paperwork in a timely and accurately manner.
- Demonstrates strong customer service in order to serve visitors in a manner that is respectful.
- Protects employee information by completing and maintaining documentation with strict confidentiality.
- Compiles a wide variety of data, documents and correspondence for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Answer the phone, receive messages, and respond to inquiries by staff, parents or community members.
- Communicate effectively, both orally and in writing, with students, parents, colleagues and community members.
- Serve as a positive role model for the purpose of demonstrating professional and ethical standards when dealing with students, parents, colleagues and community members.
- Meet professional obligations through efficient work habits and other related duties for the purpose of ensuring an effective work environment.
- Perform various other duties as assigned for the purpose of serving clients, students and staff needs and ensuring the efficient functioning of programs.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Required:

- High School Diploma.

- Pass Criminal Background Check and Family Care Registry.
- Committed to working with under-served students.
- Spanish language is necessary.
- Experience working in a fast pace environment.
- Excellent computer skills
- Highly motivated with strong organizational skills and able to coordinate multiple tasks at one time.
- Excellent oral and written communication skills in English and Spanish are preferred.

Application Process: If you are interested in applying send your resume and letter of interest to opportunities@guadalupecenters.org. If you would like to learn more about the schools before applying please visit us at <http://www.guadalupecenters.org>

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