

Pre-K Bilingual Receptionist/Registrar and Children/Youth Programs Liaison

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.

Job Purpose: The Liaison position serves the Children and Youth Programs in a number of capacities including bilingual receptionist and registrar for the pre-k program. This position provides administrative support to the Pre-K Coordinator and VP of Children and Youth Services. The liaison also serves as an early education program advocate whose goal is to provide a seamless transition for children and families from the Pre-K to the Guadalupe Elementary School System.

Reports to: Pre-K Coordinator & Vice President of Children and Youth Services

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Receptionist Duties:

- Maintain a supportive, professional relationship with Pre-K staff and families.
- Provide ongoing verbal, written, and email communication support to program.

Registrar Duties:

- Coordinate all aspects of school enrollment and transfers for PreK. Coordinate student transfers/withdrawals, and communicate with appropriate offices

regarding transfer/withdrawal information.

- Maintain attendance records in accordance with state regulations; conducting follow-up calls (or letters to parents as necessary).

Program Related Duties:

- Support VP as liaison between GES and GCI programs by attending meetings representing VP and other supportive duties as assigned by VP.
- Maintain communication with external program funders and support funding reporting process.
- Perform responsibilities with the knowledge that all communications are potentially sensitive and subject to GC's policy on confidentiality.

Coordinate buses for field trips and ensure that all required permission slips and releases are obtained.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent organizational skills; Ability to prioritize workload; High degree of accuracy, and computer proficient. Strong problem solving skills Ability to consistently maintain a professional demeanor. Ability to conduct mature verbal interactions with families and children. Ability to practice sound judgement
- Bilingual English/ Spanish.

EDUCATION and/or EXPERIENCE

- Associate Degree preferred
- Two years of clerical experience
- Two (2) to Four (4) years experience in working in pre-k/early childhood education preferred.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person, and may occasionally push or lift items. The employee is directly responsible for safety, wellbeing, and work output.

Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

APPLY BY: If you are interested in applying send your resume and letter of interest to opportunities@guadalupecenters.org. If a position requires a degree, please attach a copy of transcripts and/or certification to the application. Other attachments such as cover letter or resume can also be uploaded and attached to the application. If you would like to learn more about the schools before applying please visit us at <http://www.guadalupecenters.org>

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