

# Enrollment Specialist/"Front of House" Receptionist at Progressive Independent School

Vector Progressive School/Center for Bright Kids

*Thornton, CO, United States*

## Job Description

### MISSION OF THE SCHOOL

As part of the Center for Bright Kids Academic Talent Development, Vector Progressive School maintains the mission and vision of offering opportunities and experiences that engage the whole kid – intellectual, social, emotional, personal, and ethical. We believe that it is essential to uphold an authentic commitment to reflect the broad diversity of our families, communities, and region within our school and to pursue a socially just curriculum through culturally relevant pedagogies that challenge our understandings of the sociocultural contexts which surround us. We will encourage imaginative thinking, a discovery of the world, a passion for thinking and playing, and a world view that emphasizes recognition of our role as members of a global community. We promote student independence, confidence, empowerment and positive self-esteem through respectful, responsible, and accountable contributions in a community that is safe and responsive to the need for a sense of belonging.

### DESCRIPTION OF THE SCHOOL

Vector Progressive School is a middle and high school learning community for gifted and talented learners driven by the need to ask big questions and be challenged by integrated accelerated curriculum. Vector is a progressive secondary school opening in the fall of 2021 in the north Denver metro. In the 2021-2022 school year, Vector expects to enroll approximately 40 students in grades 6-12, as we emphasize and prioritize a small school learning community.

### THE OPPORTUNITY

Vector Progressive School is seeking a front office staff member who deeply values and understands a progressive model to join our school community and serve as one of the primary faces of the school in new family interactions. The Enrollment Specialist works in collaboration with the Executive Director and Social Worker, as well as teaching teams across multiage classrooms that roughly follow middle school or high school grade levels. Vector is seeking a front office staff member who will work collaboratively with school administration to help establish the culture of the school community, welcome families to the building, support students needing additional adult assistance, manage first point of contact phone lines and email and construct cross-school communications, offer school tours, and serve in administrative functions to maintain databases and enrollments for each school year.

### Qualifications:

- Associate's Degree, Bachelor's Degree preferred, First Aid/CPR
- 3 or more years of relevant "front of house" experience preferred (audience services, hospitality, reception, or other related fields)
- Personal philosophy aligns with the mission and vision of Vector
- Commitment to culturally relevant pedagogy, social justice, and anti-racist practices
- Dispositional framework that exudes joy, enthusiasm, love, support, care, play, calm, and stability
- Reflective practitioner in a state of constant professional growth and a willingness to share their craft with others
- Capable of building a safe, nurturing, supportive and high achieving school culture
- Believe that communicating and building relationships with families and across staff teams is essential
- Interest in and dedication to being challenged in one's own personal and professional growth as part of a small, dedicated, fun-loving team
- Demonstrated ability to prioritize and problem solve independently
- Strong interpersonal skills, work ethic, and sense of humor
- Exceptional written and oral communication skills
- Experience collaborating with kids, families, colleagues, and administrators

### Responsibilities:

#### Filing systems and database management

- set up and maintain filing systems for students and staff - paper and electronic
- create, maintain and enter information into databases
- locate and attach appropriate files to incoming correspondence requiring a response
- locate and provide data as requested

#### Student and staff attendance

- track student and staff attendance
- verify parents' and doctors' notes and investigate any discrepancies in attendance information
- notify parents of student absences
- integrate substitute personnel for absent staff members
- keep accurate staff and student attendance records and submit reports as required

#### School processes and procedures

- edit school processes and procedures documents and handbooks
- enroll and withdraw students from the school in collaboration with Finances
- provide engaging and comprehensive school tours/visits
- meet with new students and parents to complete registration and orientation process

- provide school-specific administrative support processes such as student services, locker assignments, activity forms and waivers
- maintain disciplinary tracking systems and files in accordance with regulations
- coordinate and monitor safety procedures for the purpose of ensuring safety of students and staff

#### Schedules and calendars

- schedule and confirm appointments for staff members
- maintain appointment and event calendars
- coordinate meetings and events

#### Reports

- gather and collate information to prepare data-related reports
- provide staff and stakeholders with accurate information regarding school operations
- produce reports in compliance with legal and administrative requirements

#### Communications

- operate electronic mail systems and coordinate the flow of information internally and externally
- prepare and distribute appropriate communications including newsletters, emails and announcements
- prepare a variety of documents including correspondence, agendas, event programs, reports, schedules and calendars
- compose, type and distribute minutes of meetings

#### Front desk duties

- serve as a central information point to the public, students and staff regarding school-related matters and procedures
- answer incoming calls, provide information, direct calls where necessary and take messages
- greet and vet all visitors, handle inquiries and direct visitors to the appropriate destination
- read, sort and distribute incoming school mail

#### Equipment and inventory

- operate office equipment including computers, copiers, scanners, printers
- maintain office equipment in good working condition and call for service if needed
- track inventory and order supplies

#### Other Responsibilities

- Actively participate in a professional learning community
- Actively participate in the school's decision-making and community-growing processes
- Integrate the Vector mission, vision, and collective commitments into school culture and interactions with staff, families, and students
- Integrate the real world and global community into school culture, including directly addressing power, privilege, and difference within our frameworks (including but not limited to race, class, LGBTQIA+ and gender identity)

- Build and maintain positive relationships with students, families, and colleagues
- Maintain confidentiality with student information and records
- Create a positive and safe schoolwide and classroom culture and community

### **COMPENSATION**

We offer a competitive salary and benefits package commensurate with experience and education ranging from \$27,385-\$46,344 annual.

### **How to Apply**

- Send your resume and cover letter to [hiring@cbkadmin.org](mailto: hiring@cbkadmin.org). Please include VECTOR HIRING in the subject line of the email.
- Your cover letter should include a statement of your front of house philosophy, why you believe you are a fit, and why you are interested in becoming part of the team at Vector Progressive School.
- Please also provide a professional letter of recommendation.
- If you have questions about any of our positions, please feel free to email to the attention of Dr. Amy Rushneck, Executive Director, at [hiring@cbkadmin.org](mailto: hiring@cbkadmin.org).