



Patterson Park Public  
CHARTER SCHOOL  
"The City is Our Classroom; the World is Our Future"

## Front Office Coordinator

The mission of Patterson Park Public is to provide a community-centered learning environment that values diversity and embraces a whole child approach to develop well-educated citizens.

The Vision of Patterson Park Public Charter School is to produce life-long learners, healthy families, and strong neighborhoods.

PPPCS is a community-founded school driven to academic excellence and devoted to a whole child philosophy in a diverse setting. We believe in ...

- Challenging every child academically using interdisciplinary, thematic, hands-on instruction that fosters creativity, critical thinking and a life-long love of learning.
- Developing character in our young people by cultivating civility, perseverance, resilience and shared responsibility.
- Partnering with our broader community to support student success, healthy families and strong neighborhoods.

At Patterson Park Public Charter School, it is our privilege to serve a diverse community and our responsibility to foster inclusivity. We assert these values as the foundation for nurturing all of our students, realizing our mission and preparing our students for success in a global society.

We are committed to including individuals with diverse perspectives and experiences in our decision-making processes because it is integral to achieving academic excellence, challenging inequality and combating biases. We place a special importance on recruiting, hiring and retaining staff that shares similar racial or ethnic backgrounds or life experiences as our students. We are dedicated to ensuring diversity in our curriculum and in our learning spaces and operations to promote tolerance, civility, and diverse world views for our community.

## ROLE

The Front Office Coordinator is responsible for greeting visitors, parents, teachers, and students to Patterson Park Public Charter School and making them feel welcome. This position is responsible for critical school operations including purchasing, payroll processing for Baltimore City Public School employees, overseeing the enrollment, transfer, attendance, and student transportation processes, as well as maintaining student electronic and paper records. The front office supports the Administration, Community School, and Business office. This is an extraordinary opportunity to join a passionate community serving children in Baltimore City at a unique time in our development, with meaningful opportunities to grow along with our organization.

## COMPETENCIES

Demonstrate knowledge of:

- Office administration systems and processes
- Knowledge of data management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills in English and Spanish
- Strong organizational and planning skills

Demonstrate ability to:

- Effectively communicate orally and in writing
- Manage multiple tasks simultaneously while prioritizing projects and assignments
- Work under pressure while maintaining a positive and calm disposition and outlook
- Take initiative and work independently
- Be flexible and adjust to changing priorities and schedules
- Serve with a high level of commitment and reliability

## QUALIFICATIONS:

- Associates Degree
- Five years of experience, preferably working in an administrative support role in an urban school environment
- Proficiency with data management systems

## HOURS, COMPENSATION AND BENEFITS

This is a full-time non-exempt 12-month position.

A competitive compensation and benefits package, commensurate with qualifications and experience, will be provided to the successful candidate.