



## GIRLS ATHLETIC LEADERSHIP SCHOOLS

### **Job Description: Front Office and After School Program Coordinator**

#### **GALS Overview**

Girls Athletic Leadership Schools Denver is a network of public charter schools that currently consists of three schools; GALS Middle School, GALS High School, and The Boys School of Denver (on a separate campus). GALS MS and HS currently serve 500 girls in 6<sup>th</sup>-12<sup>th</sup> grade. GALS is predicated on best practices in active learning and gender-based learning, and provides a college preparatory education in a supportive environment that fosters the academic mastery and personal development necessary for every student to become a powerful advocate for themselves and leader of their community. GALS provides an innovative and necessary educational option that incorporates health and wellness education to optimize academic achievement, and self-development for middle and high school-aged students. The school follows standards-based practices and classes incorporate an inquiry-based approach to learning, and frequent movement that supports an active-based pedagogy.

#### **About the Position:**

Hours: 7:30am-4:00pm or 9:00am – 5:30pm (Monday-Friday)

Front Office and After School Program Coordinator reports to the Director of Operations

#### **Key Responsibilities include, but are not limited to:**

##### **Front Office:**

- Uphold the mission, values, and expectations of GALS with all students and families
- Promptly greets all visitors to the school and takes care of their needs to the best of his/her ability in a friendly and professional manner
- Maintains a welcoming environment and physical appearance of the front office and kitchen/break room areas of the school
- Serves as school's switchboard operators and delivers messages, transfers phone calls appropriately on a daily basis
- Administers first aid and medications to students according to school and district standards

##### **Communications Support:**

- Manages all school automated message communications (Robocalls and School App)
- Manages faxes, mail, inter-district communications, etc. on a daily basis
- Performs all written and verbal language translations (Spanish/English), and substitutes as translator for conferences when a district assigned translator cannot be secured
- Manages Communication with students through the GALS message board

##### **Supply Management:**

- Manages inventory and restock of general office supplies, GALS gear, and online order distribution

##### **Student Records: Attendance, Enrollment, Registration:**

- Supports Enrollment Coordinator with collecting/forwarding of enrollment paperwork
- Monitors classroom attendance in IC to ensure teachers are taking attendance on a daily basis
- Enforces attendance and tardy policies with students and families
- Supports High School registrar with maintaining accurate student transcripts and fulfilling transcript requests
- Infinite Campus data entry/updates from registration packets
- Generally maintains up-to-date and accurate student records

#### **Administrative Support:**

- Assists the GALS administrative team with the scheduling of parent meetings
- Manages the substitute teacher request process with teachers
- Manages all shared google calendars
- Participates in weekly Staff Professional Development sessions as necessary

#### **After School Programs:**

- Coordinates GALS' after-school activity offerings, including recruiting vendors/instructors and creating a variety of program offerings meeting the needs of the GALS community
- Coordinating all after-school registration, enrollment processes
- Communicates with vendors and families about after school schedule and pertinent information
- Manage all student payments, and vendor contracts, invoices, and payments
- Manages the collection and transfer of funds/fees for Afterschool Programs to Finance Department

#### **Financial Support:**

- Gathers quotes, streamlines RFF process, and make purchases as approved
- Other duties as assigned

#### **Skills & Qualifications**

- Bilingual (English/Spanish)
- Ability to engage families and community members in Spanish
- High School Diploma/GED required
- Bachelor's Degree preferred
- Belief in GALS' mission, charter schools, gender based schooling, and active pedagogy
- Previous experience in a urban school setting
- Experience with diverse staff, student, and community populations
- Team Orientation
- Hard working and someone who takes initiative
- Strong Organizational Skills
- Excellent Customer service
- Proficiency in Microsoft Office
- Proficiency in Infinite Campus preferred

#### **Application Process**

Please send your resume and a personal statement explaining how your interests and professional experiences align with and qualify you for this position.

Documents should be in Word format sent via email to [hiring@galsdenver.org](mailto:hiring@galsdenver.org), Attn: Dolores Schaack.

Resumes will be accepted until position is filled.

**EOE Statement**

GALS is an equal opportunity employer. This means that GALS provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by federal, state or local law. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation, and training.