

RECEPTIONIST

ORGANIZATION SUMMARY

The mission of Memphis Delta Preparatory (MDP) Charter School is to support and grow productive and well-rounded citizens who will succeed in college and beyond. We will work tirelessly to ensure that all of our students are prepared to reach, attend, and graduate from highly selective colleges and universities. A completed course of study at a top-tier college will allow our students to build and support healthy and happy families, empower and improve their Memphis neighborhoods, and enjoy a rich intellectual life. Initially opening with 300 students grades K-4 in 2016, at full capacity, MDP intends to serve 480 students in grades K-5 in the South Memphis community. MDP is committed to closing racial and economic achievement gaps in a meaningful way – not only as measured through elementary and secondary standardized test scores, but more importantly, through post-secondary degree attainment.

THE MDP DIFFERENCE FOR EDUCATORS

The word “Delta” in “Memphis Delta Prep” refers not only to Memphis’s historic gateway location but also to the Greek letter used to denote change. We believe that to change outcomes for students and families, we must change our practice as educators – and fast! Our goal is to accelerate the learning of our students by accelerating the skill growth of our teachers. To do this, we spend significantly more time than other schools on developing, supporting and coaching our teachers. To make this possible:

- the school leader spends 80% of his time developing the teachers and the Instructional Coaches;
- the coach-to-teacher ratio is kept at 10:1 or less;
- the operations team is responsible for all non-instructional responsibilities throughout the building;
- the schedule includes ample time for teacher practice, coaching, planning, and collaboration; and
- we hire growth-minded teachers who love to practice and to improve their craft from day to day, hour to hour.

We ensure our teachers feel supported by our operations program, celebrated for their excellence, happy to be engaged in the fun work of teaching alongside great colleagues, and excited about the incredible opportunity to learn and improve in each moment.

POSITION SUMMARY

The Receptionist will support the Chief Operating Officer to create a strong school culture and promote academic excellence. Operational quality is a determinate factor in the success of MDP and our students, and the Receptionist is instrumental in implementing the vision for front office operations. The Receptionist will ensure that the needs of families, visitors, staff and students are met so that the school community is able to focus on learning and growth in every moment. The Receptionist reports directly to the Chief Operating Officer.

DUTIES AND RESPONSIBILITIES

Office Management

- Greets parents/visitors; provides information requested or directs to appropriate party.
- Answers phones; provides information requested or directs to appropriate party.
- Collects and distributes mail daily.
- Ensures entrance of building is clean, organized and welcoming.
- Completes administrative tasks such as copying, data entry, and filing.

Operations

- Supports arrival and dismissal procedures.
- Provides operational support for special events throughout the year.

Problem-Solving

- Responds to non-academic issues that may arise during the school day

Student Support

- Addresses student needs such as minor first aid or requests to call home.
- Covers lunch and/or recess as needed.



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Special Projects

- Completes individual ad-hoc projects and all other duties as assigned.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required

SKILLS AND QUALIFICATIONS

- Ability and willingness to learn quickly on the job
- Excellent communication skills
- Ability to execute daily systems with efficiency and fidelity
- Comfort and willingness to actively participate in school community and school activities, including events for and with families, field trips, etc.
- Evidence of self-motivation and willingness to be a team player
- Belief in and alignment with MDP's mission
- Drive to improve the minds and lives of students in and out of the classroom

APPLICATION INSTRUCTIONS

Email resume to Caitlin Streit Teplicky, Chief Operating Officer, at cstreit@memphisdeltaprep.org

Salary commensurate with experience, along with benefits.