



**Title:** Lower School Receptionist

**Reports to:** Lower School Principal

**Work Year:** 12 months

**Position Focus:** Lower School Receptionist coordinates and oversees the communication center, service faculty/staff, parents and visitors, and performs clerical duties for the Lower School office as directed by the principal.

**Spiritual:**

- Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ
- Motivate others to accept God's gift of salvation and grow in their faith
- Follow the Matthew 18 principle in dealing with students, parents, staff and administration
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character
- Subscribe to and promote the statement of faith
- All staff are ministers of Christ

**Position Parameters:**

**GENERAL**

- Greet, screen, and service parents and visitors
- Answer phones, email, faxes and disseminate information/messages
- Manage intercom system to classrooms and gate security
- Handle mail and faculty mailboxes
- Read special announcements and daily announcements
- Record and maintain student attendance and tardy records
- Maintain student sign-in/sign-out sheets
- Maintain class/student schedule book and locate students on an as needed basis
- Direct concerns/questions of faculty/staff to the appropriate person on campus
- Return calls to parent's reference information they have requested
- Collects lunch orders from teachers as needed and distributes to Food Services
- Handle tracking student attendances and tardies
- Collect assignments and texts for students when requested by parents
- Maintain student sign in/out sheets
- Notify students and teachers of parent pick-up changes or Extended Day Team of changes
- Return calls to parent's reference information they have requested
- Collects lunch orders from teachers every morning and distributes to Food Services
- Handle tracking student attendances and tardies
- Send out records of withdrawn students to requesting schools
- Maintain student sign in/out sheets
- Provide general care for mildly ill students when nurse is busy

- Notify students and teachers of parent pick-up changes or Extended Day Team of changes
- Organize and maintain faculty Emergency Plans when a teacher is absent
- Contact Technology or maintenance when issues arise in classrooms
- Gather plans from teacher prior to their absence and pass it on to substitute
- Distribute and track sub keys
- Assist with PTO communications
- Assist ECD Director and Instructional Coach with simple projects as needed
- Collaborate with Administrative Assistant to the Principal
- Assist with any other duties assigned by the Lower School Principal

**Qualifications:**

- Lower School Receptionist should have good people skills, be detailed oriented, have strong Organizational, computer, and good verbal and written communication skills.
- Minimum of 3 years' work experience in school or related businesses
- Certified in CPR and First Aid or committed to obtain within 3 months of employment
- Able to work with adults and students
- A Christian who is a member of good standing in a Bible-believing church