

RECEPTIONIST

JOB DESCRIPTION

REPORTS TO: Director of Administration

PURPOSE: The Receptionist receives and directs communication to and from Three Oaks Christian School and supports the school office through various clerical and administrative tasks as assigned by the Director of Administration. The Receptionist serves as the “face” of the school.

HOURS: This is a full-time, year-round position with reduced hours when school is not in session.

QUALIFICATIONS:

- Must be a Christian with sound Christian character and witness.
- Excellent verbal/written communication and interpersonal skills.
- Must be able to greet and provide information and services to students, parents, visitors and staff in a positive, confidential, and service-oriented manner.
- A detailed, self-starter who can look ahead, work hard, and do what is necessary to accomplish the tasks. Extremely reliable and can see the end from the beginning, thinking the entire process through and learning how to improve the next time.
- Proficiency in the use of MICROSOFT Office Suite applications as well as ability to gain proficiency in the school’s online management system- PraxiPower.
- Must be flexible and willing to take on new tasks and challenges regularly
- Must be competent in multitasking.

PRIMARY RESPONSIBILITIES:

- Reception - The Receptionist is the first person you see when you enter and the last person you see when you leave.
 - Answer phone calls
 - Welcome walk-in visitors
 - Answer or properly direct student / teacher / parent questions
 - Provide an overall positive impression of the school to internal and external constituents.
 - Answer emails in a timely and appropriate manner
 - Manages deliveries of mail and packages
- Registrar - The Receptionist ensures all necessary information is appropriately documented, updated, and securely stored.
 - Proactively collect and maintain essential school information
 - Correctly and neatly create and maintain student cumulative records, including the school software database
 - Assist students with dress code violations.
 - Print student transcripts.
 - Organize, track, and order student awards during yearly awards program.
 - Complete, print and disburse report cards
 - Assist teachers with field trip organization (receiving and providing payment).
 - Schedule photographer for school pictures.

Three Oaks Christian School

- Copy Room Assistance – provide aide on how to use machines (copier, laminator, etc.).
Maintain & service machines. Keep materials in stock.
- Order, distribute, ship, and store testing materials for achievement testing.
- Maintain paperwork and records for fire, tornado, lockdown drills.
- Maintain the Crisis Plan for team leaders and faculty.
- Oversee the inventory and ordering of school supplies.
- Manage Lost & Found Items
- Recruit, train, coordinate, and supervise volunteers.
- Coordinate details for special events such as: Spelling Bee and new student testing.
- Arrange Parent-Teacher Conferences
- Track Special Lunch participants and fees.
- Process student absences and/or tardies in coordination with faculty and staff members
- Coordinate, process, and report requirements associated with the Indiana State Voucher program.

- Admissions - Works under the supervision of the Head of School to oversee the details of the admission process for new and returning families.
 - Prepare admission packets.
 - Schedule campus tours, student shadowing and interviews.
 - Gather enrollment forms and records.
 - Inform applicants of enrollment decision.
 - Track statistics regarding the admission process
 - candidate files
 - inquiries
 - re-enrollment data
 - Oversee placement and testing of students

- Support - The Receptionist assists teachers and staff in non-educational student needs.
 - Supervise lunch and recess on occasion
 - Assist with clerical projects
 - Maintain first aid supplies in office.
 - Maintain student health records
 - Administer first aid to students
 - Contact parents as needed regarding student-related health issues
 - Fill in as a temporary classroom teacher substitute when needed
 - Assist in the general “clean up” of children as needed.