**LOGO**

**SCHOOL NAME**

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| **JOB DESCRIPTION** | |
| **Job Title:**  Receptionist | **Reports to:** (title of position)    Principal |
| **Work Status:**  Full Time  Temporary  Part Time | **Date:** (date delivered)  February 19, 2021 |
| **FLSA Status:**  Exempt  Non-Exempt | **Work Classification:**   * 12-month employee (year-round) * 12-month partial employee   Number of work days: **220**   * Contract teacher/school administrator |

**General Summary of the Position**

The Receptionist/Front Office Aide fulfills the mission of the Catholic school by assisting with general office work and the general health needs of students. The Receptionist/Front Office Aide has decision making responsibilities within the scope of the job and in keeping with school policies.

**Essential Duties and Responsibilities of the Position**

* Supports and upholds the philosophy of Catholic education and the mission of the school.
* Acts as a witness to Gospel values by modeling the teachings of the Catholic Church.
* Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese.
* Abides by the Confidentiality Policy set forth in the Diocese Handbook
* Understands, accepts, and abides by the School’s philosophy and mission statement in all his/her school activities.
* Consistently exhibits high standards of professional conduct.
* Supports office needs by serving as receptionist for the school, answering phones, welcoming visitors, escorting students and visitors, covering the telephone and volunteer sign in.
* Assists in all aspects of maintaining a professional front office, including but not limited to, fielding and directing incoming phone calls to the appropriate staff member in a timely, professional manner, filing and copying and faxing of sensitive information.
* Develops a positive, welcoming and caring climate in the Front Office.
* Communicates effectively within the school community between school administrators, parents, students, and community members.
* Answers the phone in a pleasant, informed manner for the purpose of providing information and creating a good image of the school.
* Manages telephone message system (office hours, inclement weather and other recorded messages).
* Greets all incoming students, families and guests respectfully and professionally.
* Maintains accurate attendance, student, and lunch records.
* Maintains current and accurate records according to school policy.
* Requires basic clerical skills and knowledge of office practices and procedures that involve the operation of standard office equipment such as personal computer, copier, fax, and associated equipment that can be learned on the job within several months.
* Receives, counts, opens, unpacks, dates, stamps, records, sorts and distributes incoming mail, documents, books, materials and supplies following established procedures.
* Sorts and stamps out-going correspondence, addresses envelopes and packages, and prepares printed matter and other material for mailing.
* Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items’ availability.
* Enters information or data to personal computer or computer terminal following established procedures.
* Provides for children’s personal needs such as attending to those who are sick or hurt; administering medications as prescribed by a physician in accordance with training and authorization as needed.
* Arrives punctually, be prepared for each school day, and maintains regular attendance.
* Assists students and others with routine problems and will refer non-routine items to principal.
* Able to read, comprehend and apply job-related written material and make decisions in accordance with applicable school system policies and procedures.
* Demonstrates professionalism in conduct, demeanor, and work habits.
* Meets staff development guidelines as set forth by the Diocese/local administration.
* Other duties as assigned by Principal.
* Abide by all policies as outlined in the Catholic Schools Office Handbook of Policies and Procedures for Elementary and Secondary Schools.

**Position Requirements**

**Knowledge, Skills and Abilities:**

* Knowledge of the basic teachings of the Catholic Church
* Able to communicate effectively in both written and verbal form
* Able to work well with others in the school community
* Skill in handling multiple tasks simultaneously
* Skill in organizing and relating information in an understandable format
* Skill in job appropriate technology
* Skill in critical thinking and planning

**Education and Experience:**

* High school diploma or equivalent, required
* 2 years’ experience as a receptionist or related field, required

**Special Requirements:**

* Obtain certification for CPR/AED
* Practicing Catholic in good standing, preferred

**Physical Requirements Specific to the Job:**

* Required to lift or carry equipment and supplies to a minimum of 35 pounds
* Required to work in various weather conditions