

---

---

*Position Classification:*

**Part-Time Receptionist**

Professional Staff

*Immediate Supervisor:*

Office Manager/Administrative Assistant

---

---

**POSITION SUMMARY****Purpose:**

It is the responsibility of the Receptionist to assist the Office Manager/Administrative Assistant to operate an efficient and courteous office by providing excellent customer service while performing routine clerical duties, which include but are not limited to answering phones and greeting visitors.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the personal qualities, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**POSITION REQUIREMENTS****Education and/or Experience:**

- Bachelor degree desired
- Ability to use a computer to search the Internet, send and receive emails, and create documents
- Experience with photocopiers, mail meters, paper folders, paper cutters, and multi-line phone systems

**Certificates, Licenses, Registrations:**

None

**Required Personal Qualities:**

1. Has received Jesus Christ as his/her personal Savior.
2. Believes that the Bible is God's Word and standard for faith and daily living.
3. Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40
4. Is a member in good standing at a local evangelical church, which has a Statement of Faith in agreement with Park Christian School's Statement of Faith.
5. Is in whole-hearted agreement with Park Christian School's Statement of Faith and Christian philosophy of education and is willing to sign PCS's Statement of Faith.
6. Maintains a close personal walk with the Lord evidenced by example and spiritual leadership among peers and with co-workers.
7. Observes the Matthew 18 principle in dealing with students, parents, faculty, staff and administration.

### **Additional Personal Qualities:**

1. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
2. Meets everyday stress with emotional stability, objectivity, and optimism.
3. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school dress code.
4. Uses excellent English in written and oral communication. Speaks with clear articulation.
5. Respectfully submits and is loyal to constituted authority.
6. Refuses to use or circulate confidential information inappropriately.

### **Other Skills and Abilities:**

1. Excellent written, oral, phone, and interpersonal communication skills.
2. Adapts to interruptions, problem-solves, and multi-tasks throughout the day.
3. Maintains confidentiality, uses good discretion, and sound judgment.
4. Sensitivity to the needs of other office staff members, teachers, and students.
5. A high degree of loyalty to Park Christian School and the administrative staff.
6. Promote Park Christian School and support its mission.
7. Learns new computer programs and improves on current computer skills.
8. Excellent typing and proofreading skills.
9. Works independently with limited supervision.
10. Meets deadlines.

## **DUTIES AND RESPONSIBILITIES**

### **Professional Functions:**

1. Maintain communication with the office staff to ensure efficient functioning of the office.
2. Maintain established office hours.
3. Know and observe school policies and regulations.
4. Attend staff meetings.

### **Essential functions:**

1. Provide excellent customer service to everyone entering the building.
2. Answer phone calls, transfer phone calls, take messages or send to voicemail as needed.
3. Greet all visitors and assist them with their needs. Issue name tags to visitors entering the building.
4. Provide basic nursing (first aid & medication distribution) care to students when the school nurse is not available.
5. Check general voice mailbox phone messages and take any necessary actions with them.
6. Deliver messages to faculty, staff, and students in a timely manner.
7. Sort and deliver mail.
8. Calculate lunch count numbers. Transmit number to caterer.
9. Backup the Registrar by completing tardy and make-up slips for students.
10. Maintain Front Office forms and files (applications, medication request, etc).
11. When directed, update general school forms (update year, changed info, etc).
12. Maintain copies of forms in Teachers' lounge.
13. Weekly sync/reset bell clock and announce the time to teachers.
14. Accept payments and issue receipts.
15. Notify authorities of emergency drills.
16. Update the PCS student information database.
17. Attach student photos to their cumulative file.
18. Assist in photocopying, folding, stuffing and distributing school-wide handouts (picture packets, mailings, mid-quarter reports, etc.).

19. Maintain a daily schedule of regular tasks (locking/unlocking doors, plugging in food warmer, etc.).

**Supplemental functions:**

1. Support the broader program of the school by attending special events and extracurricular activities when possible (Back to School Night, Spring Banquet, etc).
2. Prepare and /or complete all duties as assigned by the Office Manager/Administrative Assistant.
3. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will sit and talk or hear. The employee is occasionally required to walk and stand. The individual is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, crouch, and crawl. Good vision is required for this position. The employee is required to regularly hear conversations amidst many distractions. The employee will also have to lift up to 10 lbs. when lifting and moving supplies and paper.