

## **Job Description: Receptionist**

**Reports To:** Executive Director of Administration (EDA)

**Updated:** 7/2017

**PURPOSE:** The receptionist receives and directs communication to and from Veritas Academy, and also supports the school office through various clerical and administrative tasks as assigned by the EDA. The receptionist serves as the “face” of the school.

### **DUTIES/RESPONSIBILITIES:**

1. Serve as the primary “face” of Veritas Academy in a friendly and professional manner:
  - a. Answer phone calls
  - b. Welcome walk-in visitors
  - c. Answer or properly direct student/teacher/parent questions
  - d. Provide an overall positive impression of the school to internal and external constituents
  - e. Answer emails in a timely and appropriate manner
  
2. Conduct other tasks to support the school office:
  - a. Proactively collect and maintain essential school information
  - b. Run errands on and off campus, though typically on campus
  - c. Make photocopies and assist others with photocopying
  - d. File documents correctly and neatly in both digital and hard copy formats
  - e. Handling student medical needs in collaboration with other office staff
  - f. Create mailings, send and collect mail, and create labels
  - g. Collect forms and payments for field trips, events, etc.
  - h. Order books and materials as approved by the EDA
  - i. Assist in printing report cards
  - j. Provide support to teachers and staff in using the copier and laminator machines
  - k. Manage lost-and-found items
  - l. Assist in tracking transportation options for students
  - m. Maintain and issue building keys to faculty and staff members
  
3. Track student attendance in collaboration with applicable administrators
  
4. Direct mail, calls, emails, and in-person visitors to proper staff members:
  - a. Proactively seek to understand the roles and responsibilities of all staff members
  - b. Convey messages quickly and efficiently
  
5. Conduct other responsibilities as required by the EDA

### **QUALIFICATIONS:**

1. This position requires at least a high school diploma or equivalent (associate’s degree preferred)
2. Previous receptionist/administrative experience preferred
3. Personal profession of faith in Jesus Christ
4. Successfully completing and meeting all mandated state clearances and trainings
5. Proficiency in Microsoft Office Package and typing
6. Strong desire to advance personal knowledge and skills through professional development
7. Should be able to lift comfortably at least 25 lbs
8. Must have good oral and written communication skills
9. Must be able to work in a fast-paced, team-oriented office environment

- 10. Must be flexible and willing to take on new tasks and challenges regularly
- 11. Must be competent in multitasking
- 12. Must subscribe to and be in agreement with Veritas Academy's *Statement of Faith, Core Values, Philosophy of Education, Mission and Vision Statements, Statement of Human Life, Statement on Marriage, Gender, and Sexuality, and Employee Code of Conduct*

**SUPERVISORY RESPONSIBILITIES:** The receptionist does not have any direct reports though he/she will coordinate volunteers occasionally.

**WORK ENVIRONMENT/DYNAMICS:** The receptionist will often be faced with multiple tasks simultaneously. The typical work environment will be located at the front desk of the school but will require regularly completing tasks all around the school facility and occasionally running local errands off campus.

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

**SCHEDULE FOR EVALUATION:** The receptionist will be evaluated annually by the Executive Director of Administration. A new receptionist will receive a 60 day evaluation.

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum. I understand that I will be evaluated based on my performance of these duties and responsibilities.

\_\_\_\_\_  
Employee Signature      \_\_\_\_\_  
Date