

CSAGH

Christian School Association of Greater Harrisburg

POSITION DESCRIPTION

FRONT OFFICE RECEPTIONIST/SECRETARY

Reports To: Harrisburg Christian School Elementary Principal

Full-Time: 40 hours per week, August – May coinciding with school calendar

General Job Description: The Front Office Receptionist/Secretary is the first point of contact for all visitors, parents, staff and children. As the 'face' of the school the receptionist/secretary should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. It is essential that the person for this role is organized, able to multitask, works flexibly, is a team player and have a 'can do' approach to work, as no two days are the same.

Duties and Responsibilities:

- Ensuring the safety and security of the school at all times, making sure that the front door is locked and entry to the premises controlled
- Grants access to individuals entering the building (i.e. visitors, parents, students, vendors, etc.); and/or directing individuals to appropriate location in accordance with established building security procedures. Ensuring that all visitors sign in and take a visitor badge where necessary
- Acts as first point-of-contact for all incoming phone calls, relays messages, responding to inquiries and transfers calls as appropriate
 - Maintains presence at the front desk at all times
 - Coordinates bus dismissal and parent pick-up for the students; concludes dismissal once the last child has been picked-up; liaison for bus transportation for 10-12 school districts
 - Maintains building information (i.e. use schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information
- Provides for children's personal needs such as attending to those who are sick or hurt; administering medications as instructed by a physician or with parent permission; notifying parents as needed
- Tracks student attendance and absences; use reporting software and generate reports for internal and external use
- Directs students to appropriate personnel as needed
- Collects and distributes forms that students or staff hand in for field trips, fundraising, etc.
- Manages the substitute teacher roster and alerts MS/HS Administrative Assistant for coverage needs
- Announces dismissals for student appointments and athletic events
- Contacts parents when dress code violation is given
- Supports Elementary School Principal with projects, scheduling appointments, routine tasks, and student needs
- Maintains student and staff confidentiality in all circumstances
- Understands, accepts and abides by the School's philosophy and mission statement in all his/her school activities
- Assists with New Parent orientation program
- Assists with association meetings, parent/teacher conferences, in-service days, etc. by maintaining a presence at the front desk for questions and directing personnel



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- Is responsible for recruiting and assists in the retention of all personnel at all levels including the development of job descriptions and job postings
- Verifies references, previous employment, pre-employment live scan of potential employees and all other related pre-employment verifications including functional capacity testing and all teacher credentialing
- Interviews and evaluates applicants and potential employment candidates
- Is responsible for the set-up of all employment related training including blood borne pathogens, student safety/mandating reporting, and sexual harassment
- Coordinates all employee and volunteer-related background checks
- Is responsible for employee benefits including; design, selection, vendor/ broker bids, worker's compensation audits and benefit implementation
- Maintains all confidential personnel files and ensure compliance of employee files with current laws

Abilities:

- Provides a customer service approach with all interactions
- Follows policies and procedures; completes administrative tasks correctly and on time and supports organization's goals and values
- Prioritizes and plans work activities; uses time efficiently and sets goals and objectives
- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality and monitors own work to ensure quality
- Meets deadlines; completes work in a timely manner; strives to increase productivity and works quickly
- Able to maintain records with a high degree of accuracy
- Able to work as part of a team
- Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information

Physical Requirement:

- Position requires minimal lifting (packages, boxes of paper, etc), long periods of sitting and short periods of standing

Benefits:

- Health benefits available
- Tuition discount
- Vacation, personal and sick leave

Compensation:

- Based on experience and qualifications

Evaluation: Performance of this job will be evaluated annually by the Elementary Principal in accordance with the Board of Directors' policy on evaluation of personnel.