



Job Description

Position: Main Office Receptionist / Elementary Coordinator **Primary Reporting Relationship:** Head of School
Classification: Full-Time, Non-Exempt **Secondary Reporting Relationships:** None
Ministry Area: Main Office
Interfaces: Students, parents, teachers and staff, volunteers, and other stakeholders as identified and appropriate.

Mission: To provide quality Christian education that will impact lives for now and eternity.

Job Purpose: The Main Office Receptionist / Elementary Coordinator is a highly-visible member of the BACS Main Office Staff and will exemplify evidence of Christian character as a model to students, families, faculty and staff, and any outside of our school or institution. The Main Office Receptionist / Elementary Coordinator plays a major role in representing the school. Employee shall be hospitable, enthusiastic, friendly, organized, and knowledgeable about the school. Employee shall operate the high traffic front office desk with courtesy, professionalism, and accuracy in accordance with policies and procedures of BACS. The individual in this position will work full-time during 10 months of the school year, and will work part-time seasonal summer hours on a rotating schedule.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church and Bay Area Christian School Statement of Faith and Standard of Conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

Major Responsibilities:

- Function as both the BACS Main Office Receptionist and Elementary Coordinator.
- Collaborate with Main Office employees and Elementary employees in day-to-day operations.
- Help maintain a level of professionalism and teamwork – cover for one another as necessary.

Receptionist Duties:

- Ensure school security by supervising entry and exit through the office doors.
- Ensure the phones are appropriately fielded through personal answering or proper automated prompt.
- Maintain supervision and registration of guests: charging iPads, placing them out, collecting them each day.
- Interface with delivery personnel.
- Facilitate early dismissals, late arrivals, students needed in the office, etc.
- Maintain copier maintenance: toner, paper, staples, etc.
- Assess, order, and disseminate Elementary/Main Office supplies.
- Maintain postage meter/balance and oversee mail collection and distribution.
- Oversee file room organization and collaboratively execute filing protocol.
- Maintain line items and budgetary controls as needed through expenditures.
- Process forms, request, and reservations.
- Coordinate with other departments or areas for events and meetings.

Elementary Coordinator Duties:

- Assist with managing elementary portion of the Main Office.
- Meet as needed with Elementary Division to become familiar with upcoming needs.
- Manage attendance records through RenWeb. Contact parents via phone call once attendance notification is received.

- Assist walk-in parents and students as needed (i.e., early dismissal, tardy, re-admittance)
- Prepare birthday cards for elementary staff and students.
- Input requests into the portal system as needed.
- Assist teachers in the office as needed (i.e., copies, fax, mail, etc.)
- Manage and file Student Sign In and Out Log

General Duties:

- Other duties as assigned by administration.
- Attend professional developments as requested by administration

Required Skills and Abilities:

- Must possess professionalism in appearance and demeanor.
- Must be able to exert friendliness and an outgoing, hospitable attitude.
- Must possess the ability to maintain composure during times of stress.
- Must possess a high level of multitasking ability.
- Must be able demonstrate accurate use office equipment such as computers, phones, copy machines, fax machines.
- Must be proficient at communicating through various means: email, phone, radio/walkie talkie, RenWeb, RenWeb Alert system, etc.
- Must possess the ability to maintain strict confidentiality.
- Must be able to proofread documents for accuracy.
- One year of previous office experience preferred.
- High school diploma required; completion of some college coursework preferred.

Physical Requirements:

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; pull; kneel; lift (sometimes 30 lbs); use hands to finger, handle or feel; and reach with hands and arms.

I have received, reviewed and fully understand the job description for the position of **Main Office Receptionist / Elementary Coordinator**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name _____

Date _____

Employee Signature _____