

Job Description for a Receptionist/Director's Assistant

Type of employment: Hourly- 24 hours during school year

10 hours over the summer

Reports to: Head of School

Essential job functions:

- Employee is a Born-again Christian who fully supports the statement of faith of CVCS and performs in such a way as to fulfill that statement
- Employee is actively involved or attending a church
- Employee demonstrates the qualities of a Christian role model
- Employee cooperates with the staff and administration in implementing all policies, procedures, and directives governing the operation of the school

More detailed job duties:

- *Receptionist duties*
 - Man the front desk during the 2 days a week on-campus
 - Answer CCH phone
 - Help with students, parents check in and out
 - Help students with minor medical issues, cold, fever, injuries on the playground, etc.
 - Check attendance from teachers
 - Answer and return CCH phone calls
 - Pick up mail weekly
- *Assistant Duties*
 - Update calendar, photos, upcoming events
 - Keep CUM student records, immunizations, report cards, test scores current and in students files
 - Help with admissions
 - Field first time inquiries
 - Process applications
 - Schedule meetings and tours for the admissions director
 - Manage PSP families and update information
 - Completes errands for the head of school like purchasing food for events, gifts for teachers, etc.
- Follow all guidelines and procedures explained in the CCH Parent/Teacher/Student Handbook
- Occasionally watch children on the playground or substitute for a class
- Attend monthly staff meetings
- Employee will perform other duties as assigned

Minimum Education Requirements:

- None specified

Physical Requirements:

- Position requires prolonged sitting and walking
- Position requires eye-hand coordination and manual dexterity to operate a photocopier, computer, printer, keyboard, laptop, laminator, and other office equipment

Typical Mental Requirements:

- Employee must be able to give, receive, and analyze information
- Employee must understand children and effectively communicate and supervise them
- Must be a problem-solver and need little instruction to complete a task
- The position requires public contact and excellent interpersonal skills
- Employee must be organized, reliable, multi-tasker, and prompt

Equipment Skill Set

- Employee must be able to operate a computer and other office machines such as a copy machine, telephone, intercom, walkie talkie, etc.

- Employee must be able to use a computer system with functions such as Google Drive, Gmail, FACTS, and Shutterfly

Working Conditions

- The employee must be able to multitask, present a friendly demeanor, and accomplish tasks quickly
- Employee may be required to work overtime for teacher meetings
- Employee is, during work hours, always vigilant as a supervisor of children.
- The employee is always a positive representation of Community Christian Homeschool, and a positive role model to students and parents.