



Human Resources; Position Description	TA.HR.PD-04
Receptionist	R1; 04/24

Objective: To be a Christ-like servant utilizing interpersonal, clerical, and ministry skills in assisting with the advancement of Trinity Academy's Mission and Vision.

Reports to: Trinity Academy Administrator and Administrative Assistant

Status: Part-time (Mondays, Tuesdays, and Thursdays while school is in-session)

Salary Range: Hourly - \$15.00

Overview: Trinity Academy is seeking an individual who can uphold the mission of the school, whose life reflects Christ, and who can complete the given tasks proficiently, efficiently, independently, and with integrity. This person must exemplify a servant's heart, a desire to learn, and an ability to work well with other people.

General duties of the Receptionist include welcoming and communicating with families, providing support to the Administrator/Administrative Assistant and the teachers, assisting with daily office needs, helping the school's general administrative activities, liaison for school events, and caring for student needs.

Requirements: The following are generally baseline requirements of the position:

- Exemplary spiritual discipline in speech, attitude, and comportment in a consistent daily walk with Jesus Christ; always seeking Christian growth in a relationship with God
- Active in fellowship and corporate worship with a local body of believers
- Accord with Trinity Academy's Statement of Faith and published core values
- Knowledge of office management systems and procedures
- Proficiency with standard office equipment and in MS Office/Google Docs
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communications skills
- Proficient in utilizing social media platforms such as Facebook to effectively communicate and share updates with families on a weekly basis
- Strong organizational skills with the ability to multitask
- Strong interpersonal skills
- Fiscal integrity

1.0 Administrative

- Complete daily and long-term tasks as assigned
- Help liaise and plan school events with school committees (TPO, Fundraising, etc.)
- Assist with safety drills
- Monitors students when assigned during student body activities

2.0 Office Management

- Manage calendars and rentals schedules with the Administrator
- Assist with printing and copying needs
- Monitor activity at entry doors and in hallways using security system
- Troubleshoot copier issues
- Willingness to learn student information software (FACTS) and utilize accordingly
- Provide assistance for sick students, including monitoring their well-being and coordinating with parents as necessary

Approved By: _____

signature

print name/title

date



3.0 Communication

- Communicates routinely with parents concerning daily and weekly needs
- Sends and receives phone calls and messages
- Writes and edits individual and corporate donor thank-you notes per Admin Assistant and Administrator
- Attends weekly office meetings with the Admin Assistant and Administrator
- Articulates using exemplary English
- Respects confidentiality
- Maintain entry bulletin boards
- Assist with dismissal and Remind Application as needed
- Coordinate with school photographer regarding scheduling, retakes, composite

4.0 Records Management

- Tracks and makes notifications of student attendance
- Maintains student records (cumulative files, health records, and academic reports)
- Maintains visitor logs and badges
- Reports school incidents
- Maintains school files systems
- Prepare prospective parent packets for Shadow Day and Open Houses
- Assist with the end of year teacher checkouts
- Receives and tracks hot lunch orders as well as assist as needed on hot lunch days

5.0 Events

- Coordinates all event needs and volunteers with TPO
- Attends TPO meetings
- Communicates fundraiser details and records receipts
- Coordinates weekly hot lunch; including menus, volunteers, and fees
- Coordinates and communicates details of field trips
- Coordinates Shadow Day and Open House events (table arrangement, workers, food, advertisement, flyers)
- Helps with the acquisition of gifts and items for program leaders
- Creates programs as needed for events
- Assists with new family orientations

Trinity Academy does not discriminate against applicants and employees on the basis of race, color, gender, or national/ethnic origin. The purpose of this job description is to describe the essential functions and major responsibilities/tasks of this position so that the person filling the position knows what is expected. It also provides information useful in recruitment, training, and performance appraisal. This document does not create an employment agreement nor modify the at-will employment status of an employee. This job description is not meant to inhibit employee creativity or innovation.