



POSITION: FRONT OFFICE RECEPTIONIST

REPORTS TO: Chief Executive Office

EVALUATION: Administrative Assistant

SCOPE:

To work as a team member in the front office administration.

QUALIFICATIONS:

Must have the following minimum qualifications:

- A High School diploma or its equivalent
- Be cognizant that voice and tone are absolutely important to this role.
- Be flexible in the front office in servicing parent, staff, and student needs.

GENERAL:

Possess the ability to work cooperatively with others. Maturity and ability to deal effectively with staff. Self-motivated with the ability to work independently within the limits of assigned responsibilities. Understands the importance of and can practice confidentiality. Comfortable with following specific rules and regulations as they apply to the discipline procedures of the building. Current favorable Act 34, Act 151 and Federal FBI background clearances, tuberculosis test, and physical required. Knowledge of computer applications relative to Microsoft Office.

SCHEDULING:

Maximum of 8 hours/day /year-round to be determined and communicated by the Chief Executive Officer.

PRIMARY RESPONSIBILITIES:

- ♦ Answer the phones, take clear, complete messages, and monitor all calls to the York Academy.
- ♦ Keep track of outside services who may come to the school for contracted services: check clearances (1st time visit), issue visitor badges, prepare parking passes, and check room availability.
- ♦ Keep accurate up-to-date records of volunteer clearances.
- ♦ Keep records of tardy students by assuring students are signed in upon arrival.
- ♦ Monitor the front door for the arrival of parents, students, teachers, and deliveries.
- ♦ Check in visitors to the school, issue appropriate passes and collect them.
- ♦ Collect communication folders for teachers on a daily basis and sort through the contents to determine designation of documents.
- ♦ Prepare copies and mailings for all records requested from other school districts.

- ◆ Coordinate testing, schedule meetings, and prepare registration packets for incoming students.
- ◆ Assist students with daily morning announcements.
- ◆ Make bulk photocopies for the front office and prepare:
 - Newsletters
 - Special announcements
 - Board and/or PTO letters
 - Mailings, etc.
- ◆ Make daily dismissal announcements and assist with calling parents of students who are not picked up at the end of the day.
- ◆ Make phone calls as directed by the CEO or his appointed representative.
- ◆ Work as a support person to the Administrative Assistant in her job, provided this does not take the person away from the front door/desk.
- ◆ Any other job as required by the CEO.

TECHNOLOGY

Experience in the following is preferred:

- Microsoft Excel
- Microsoft Word
- Ability to learn school management system

WORKING CONDITIONS:

Physical Demands	Walking throughout buildings Often sitting at desk for extended periods Standing for limited periods of time Moderate lifting from 15 to 30 pounds Some carrying – up to 30 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding
Sensory Abilities	Visual acuity to read correspondences, computer screen Auditory acuity to be able to use telephones Ability to speak clearly and distinctly
Work Environment	Generally, office setting
Temperament	Ability to work as a member of a team Must be courteous and able to effectively communicate with staff and public Must be cooperative, congenial and service-oriented, and promote these qualities in the building Ability to work in an environment with interruptions
Cognitive Ability	Ability to follow written and verbal directions Ability to complete assigned tasks with minimal supervision Ability to read, write and do complex computations Ability to organize office setting to efficiently accomplish tasks Ability to work independently and make work-related decisions Ability to exercise good judgment in prioritizing tasks Ability to communicate effectively at all organizational levels

Note: All abilities above must be at a professional level, as expected from the required educational level of the job and the previous experience required.

Specific Skills	<p>Ability to operate office equipment</p> <p>Ability to use computer technology efficiently</p> <p>Must appropriately handle confidential information</p> <p>Ability to manage complex tasks with varied changing, service demand</p>
Comments	<p>Position holder must have a friendly, helpful, caring personality</p> <p>Position holder may have relatively unrestricted access to student information on file at the York Academy Regional Charter School</p>

York Academy Regional Charter School is an Equal Opportunity Employer. ADA requires the York Academy Regional Charter School to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

(Approved: May 22, 2017)