



LOGANVILLE CHRISTIAN ACADEMY UPPER SCHOOL RECEPTIONIST

QUALIFICATIONS

Personal

- Evidence of Health: physical, emotional, spiritual
- Gracious, courteous, friendly, likeable
- Strong communication skills; both verbal and written
- A spirit of diligence, responsibility, promptness, organization and attention to detail
- Self-motivated; strong work ethic
- Commitment to ongoing personal and professional growth
- Ability to maintain confidentiality
- A good sense of humor
- Team-player
- Handles multiple tasks at once without being visibly frustrated

Spiritual

- Loves Jesus and is in pursuit of a deep relationship with Him daily
- Actively involved in a body of believers
- Strong knowledge of scripture
- Aligns with the school's statement of faith, mission and core values
- If applicable, an exemplary spouse and parent

Professional

- High School diploma minimal; college degree preferred
- Evidence of strong administrative skills
- Possesses the ability to multi-task effectively; strong manager of time and inventory
- Proficiency with the Microsoft Office platform is required. This includes Word, Excel, Prezi, Access, Publisher, and Outlook
- Proficiency in Google forms and Google Calendar
- Proofreading skills
- Proficiency in navigating and using resources on the Internet is required. This includes searches, clipping, proper referencing, ordering, and publishing
- A commitment to self-directed, ongoing professional development
- Organizes work in an efficient manner; noting priority
- Inspires the confidence of parents
- Exercises wise judgment
- Operate necessary office machinery
- CPR/First Aid certified

RESPONSIBLE TO

Lower School Principal

POSITION TERMS

12months

RESPONSIBILITIES

- Answer telephones; transmit messages to students and /or teachers in a timely manner
- Greet parents, students (by name), and visitors; assist as needed
- Ensure that every visitor or parent signs into Passtab and receives a visitor's badge
- Distribute necessary materials to teachers/students
- Notify IT of any needed changes to the bell schedule
- Maintain the overall school calendar; updating as needed
- Mail
 - Outgoing: Mail necessary items daily (includes running postage)
 - UPS, FedEx, and Post Office
 - Generate a monthly statement of postage use; give to the Finance Department
 - Incoming: Sort
 - Delivered to boxes (during break or end of day)
 - Deliver downstairs mail to boxes
 - Sort Upstairs mail and place in Tracey's box
 - Sort Village mail and place in Gina M.'s box
 - Sort Lodge mail and place in Martha's box
 - Notify mail/delivery people and post signs on doors for school closures, holidays, etc
- US Student Attendance
 - Maintain student tardy and check in/out
 - Input attendance for subs when teacher is out
 - Attendance Report – daily sent out to US teachers
 - Tardy Report - send to US Principal
- Office Supplies
 - Gather office supply needs, stationery, etc., from other departments, shopping the best price
 - Maintain attractive and organized supply closets; consistently inventory status of supplies for all work rooms (Village, Lodge, US) & order as needed
 - Work in conjunction with Mrs. Wages to purchase, assemble and distribute teacher supply boxes each summer.
- Maintain voicemail for LCA for holidays and summer. Notify delivery folks of holiday and post sign on door.
- Create and communicate the US Teacher's Lounge refrigerator rotation yearly
- Maintain inventory of lanyards for subs and keys for class rooms
- Update faculty/staff mailbox labels in US building yearly
- Other duties as assigned