

# Siskiyou School

## Position Description: Office Receptionist

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### Purpose and General Description of the Position

The Office Receptionist coordinates the day-to-day running of the school. They are the outward face to school families and the public, accountable for providing friendly customer service, secretarial, clerical and administrative support with the purpose of ensuring that the school functions in an effective and efficient manner. The position requires attention to detail, a friendly and compassionate disposition, proven skill in various administrative duties, expertise in standard office computer software, and a passion for the school and its place in our community.

### General Duties

- Manage and fulfill a wide variety of requests from various sources in a timely and professional manner
- General reception including answering phones and relaying messages
- Prioritize from a number of incoming projects and needs to facilitate the most efficient but thoughtful and compassionate work flow
- Accepting and distribution of delivered packages
- Record and document daily student tardies and communicate with parents according to the school's tardy protocol
- Call for service and maintenance on office and school equipment and facilities
- Maintain forms, student records, and other documents as needed in the front office including schedules, permission forms, medical information forms, room bookings, etc.
- Other general clerical tasks including word processing, photocopying, and mailing
- Book transportation and field trips as requested
- Run errands off-campus potentially including trips to Medford
- Lead fire drills with direction from the Safety Committee
- Maintain copy room, kitchen, emergency supplies as well as order from various vendors
- Maintain a general tidiness around the school with attention to the main building including copy room and kitchen
- Clean and maintain physical space of the front of the school building
- Manage lost and found closet
- Manage student health checks and health communication with parents and teachers
- Manage student records
- Facilitate communication within and between the school community
- Coordinate maintenance and facilities contractors



## Requirements

- A positive, welcoming, inclusive, friendly, and professional manner
- Proven ability to evaluate, prioritize, and transition quickly between tasks
- Technical proficiency in Microsoft Office Suite and Google software
- Familiarity with Zoom and a willingness to learn other software utilized by the school
- The ability to maintain confidentiality and discretion is essential.
- Database experience a plus
- First aid training and experience a plus (available if needed)
- Emergency training and experience a plus

## Physical Requirements

- Able to sit and stand for extended periods
- Able to walk, bend, squat, climb stairs, lift 20 pounds

## Position Details

- Hired by Administrator in collaboration with the Office Manager and Director of Fundraising
- 20 hours per week at \$16/hour
- Monday through Thursday 8:00 – 1:00 pm
- All posted school holidays and breaks off
- Position continues work 1 week after school ends and 1 week before the beginning of school

