

Job Description – Front desk/Health room services.

The School Office Manager/Receptionist is a full-time, salaried position with a 11-month work schedule, beginning August 2026. The School Receptionist will report to the Executive Director & Principal.

Position Overview

The School Office Manager/Receptionist is the gate-keeper of the school, providing a warm and welcoming atmosphere for students, staff, parents and visitors. He or she also completes administrative tasks and supports the school administration. Handle duties in the health room as issues arise to include the issuing of medication when required.

The School Office Manager/Receptionist's essential duties and responsibilities are as follows:

- Answer incoming phone calls in a pleasant, informed manner for the purpose of providing and creating a positive image and first impression of the school. Maintain health room operations reports as needed.
- Greet all incoming students, families, and guests respectfully and professionally, determining their needs, checking scheduled appointments, and directing them to the proper person
- Check voice mail messages left in school's general mailbox on routine basis and distribute accordingly those messages needing immediate attention. Provide state health room reports.
- Receive and distribute miscellaneous materials such as school supplies, student lunches, forms, homework, assignments, athletic equipment, etc. left with the front office for students by their parents, and/or others
- Be knowledgeable and current on school activities, programs, and events related to the school calendar
- Require all visitors to sign-in and identify themselves; provide appropriate passes and badges following school protocol
- Check students in and out—and issue passes and monitor requests for early dismissals
- Work in the School Nurse role with administration regarding care for students, especially in emergencies
- Copy and organize materials for administration
- Manage lost and found
- Sort and distribute incoming mail, documents, books, materials and supplies following established procedures and deliver mail and other material to staff mailboxes when needed
- Receive deliveries from outside supply and delivery services; arrange for the distribution to proper recipients
- Make daily public address announcements as needed (general, security, weather, sports and dismissals)
- Assist incoming substitutes, making sure they have lesson plans and necessary resources
- Assist Power School Coordinator with administrative duties as assigned (Attendance, Tardy & Absence verification calls, Tier 1 student data entry)

Computer Skills

- Update and maintain the school website and social media pages

To perform this job successfully an individual must have knowledge of the Google Workspace (Docs, Sheets, Forms, Drive) and the Microsoft Office Suite, (Word, Excel, OneNote, Power Point)

- Create student assembly recognition awards/certificates

Qualifications

- Excellent telephone etiquette with the ability to deal tactfully and confidently with callers and visitors
 - A courteous and pleasant personality
 - Strong organizational skills for multi-tasking and prioritizing responsibilities
 - Must possess sensitivity to confidential information and hold a high standard of integrity
- Work with courtesy, tact, and diplomacy in dealing with others, and the ability to work as part of a team
- Strong candidates will also embrace the school's organizational core values and commitments