



## STAFF PERSONNEL POSITION DESCRIPTION

**Position:** Receptionist  
**Employment Schedule:** 10 month  
**Evaluation:** Annual  
**Reports to:** Office Manager  
**Supervises:** none  
**Compensation:** per experience

### Position Purpose:

The School Receptionist serves as the first point of contact for students, parents, staff, and visitors, providing a welcoming, professional, and efficient atmosphere. This role supports the smooth operation of the school by managing front desk responsibilities, assisting with administrative tasks, and maintaining a Christ-centered and service-oriented demeanor in all interactions.

### Essential Duties and Responsibilities:

- Greet students, parents, and visitors warmly and professionally.
- Answer and direct incoming calls to the appropriate staff members.
- Handle inquiries and provide accurate information about school programs, events, and procedures.
- Manage visitor check-ins and ensure security protocols are followed.
- Distribute forms, permission slips, and other documents as needed.
- Coordinate incoming and outgoing mail and deliveries.
- Assist students who are late, need to leave early, or require support during the school day.
- Maintain a tidy and organized reception area.
- Maintain confidentiality of student and staff information in alignment with school policies.
- Collaborate and communicate with staff to ensure smooth daily operations such as track lunch count, notify kitchen for substitute teachers or late students, distribute items to teachers and students as they are dropped off, email homework requests, and write secondary students a note for his/her locker.
- Get TRIP materials ready on Monday and Friday
- Keep track of all cell phones confiscated and other items turned in.

### Spiritual Qualifications

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity
- Accept & support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values
- A deep commitment to, and personal understanding of, the principles of a Christian education

### Position Qualifications:

- High school diploma
- Experience in a customer service and/or administrative assistant role.
- Effective verbal and written communication skills.
- Friendly, professional, and service-oriented attitude.

- An ability to be flexible with work pace throughout the day.
- An ability to work well with others.
- Ability to remain calm and resourceful in challenging situations.
- A heart for serving students, families, and staff with compassion and care.

**Physical Demands:**

- Must be able to sit and/or stand for long periods of time
- Must be able to stoop, kneel or crouch
- Must be able to lift items of 20 lbs. regularly/50 lbs. occasionally