



6101 N. Habana Ave. • Tampa, FL 33614 • 813 872-6744 • Fax 813 872-6013

POSITION DESCRIPTION:

Title: Upper School Receptionist
Reports to: Upper School Principal
Work Year: 12 months

Position Focus: Upper School Receptionist coordinates and oversees the communication center, service faculty/staff, parents and visitors, and performs clerical duties for the Upper School office as directed by the Principal.

Spiritual:

- *Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ*
- *Motivate others to accept God's gift of salvation and grow in their faith*
- *Follow the Matthew 18 principle in dealing with students, parents, staff and administration*
- *Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character*
- *Subscribe to and promote the statement of faith*

Position Responsibilities

GENERAL

- Greet, screen, and service parents and visitors
- Answer phones, email, faxes and disseminate information/messages
- Manage intercom system to classrooms and gate security
- Handle mail and faculty mailboxes
- Read special announcements and daily announcements at the end of each day, along with maintaining updated weekly faculty bulletin
- Record and maintain student attendance and tardy records
- Dispense medications, administer and record first aid and care for ill or injured children, notifying parents, monitoring accident reports and filing
- Maintain student sign-in/sign-out sheets
- Maintain student schedule book and locate students on an as needed basis
- Gather student missed assignment work for those students absent
- Direct concerns/questions of faculty/staff to the appropriate person on campus
- Assist Assistant Principal with coordination of digital implementation as directed
- Coordinate communications between school families and US office in regards to school happenings and as directed by US Principal
- Assist Principals with projects as directed

SUBSTITUTES

- Maintain listing of absent faculty
- Organize and maintain faculty Emergency Plans when a teacher is absent
- Coordinate schedule for substitute
- Gather plans from teacher prior to their absence and pass it on to substitute

EVENTS/FIELD TRIP COORDINATOR

- Maintain event calendar
- Coordinate volunteers, marketing, communications, all event details, and ticket sales for events as needed along with **Executive Assistant** and Upper School Principal
- Collaborate with **Executive Assistant** to maintain event budgets and purchasing
- Coordinate Field Trip request to include confirmation of date on master calendar, transportation needs, arranging substitutes, coordinate with food service, student permission slips, and any further details as determined by the coordinator and teacher
- Maintain communication with Fine Arts coordinator on fine arts events
- Assist with J-term planning and coordination

Qualifications:

- Upper School Receptionist should have good people skills, be detailed oriented, have strong organizational, computer, and good verbal and written communication skills.
- Minimum of 3 years' work experience in school or related businesses
- Certified in CPR and First Aid or committed to obtain within 2 months of employment
- Able to work with adults and students
- A Christian who is a member of good standing in a Bible-believing church