

Desert Marigold School
Front Office Receptionist
Job Description

Job Purpose Statement: *The Front Office Receptionist is responsible for activities that support the general relationships of students, parents, teachers, visitors and inquiries. The overall direction of questions to the right people and groups characterize the nature of this important entryway to the school.*

Salary Range: *\$21,120 - \$26,000 annually, based upon qualifications and experience, full-time.*

Hours: *Full-time, year round, 40+ hours per week*

Reports to: *Acting Executive Director*

Qualifications:

- Work experience in public charter education or related field.

Essential Job Functions:

- **Reception & Facilities**
 - Provide the welcoming face to the school by warmly greeting students, parents, and visitors as they come into the main office.
 - Answer the main phone line, answer questions, and direct questions/phone calls to appropriate individuals.
 - Maintain a high sense of cleanliness and organization in the main office, tidying and organizing when needed.
 - Maintain network printers/copy machines in both the main office and the Modular, ensuring maintenance calls are completed in a timely fashion.
 - Maintain the stock of office supplies, tracking inventory, and reordering as required.
 - Collect and process incoming and outgoing mail on a daily basis.
 - Maintain sign-in/out visitor log to ensure all visitors use a visiting badge.
 - Distribute tardy and dismissal slips as needed.
 - Monitor office email account. Reply and forward messages as appropriate.
 - Relay all messages to faculty and staff in a timely fashion.
 - Print daily aftercare rosters, ensuring drop-in students are properly recorded.
- **Records Management**
 - Backup to Enrollment Assistant

- Create class email distribution lists to distribute to faculty no later than August 1st. *Maintain lists throughout the year.*
 - Enter and update family information in databases and keep database up to date with all relevant data about current students, family, grandparents, alumni, and alumni families.
 - Oversee formatting, printing, mailing, and filing of mid-year and end of year reports.
- **Administrative Tasks & Additional Duties**
 - Produce and publish an online Family Directory yearly, updating as new students join the school.
 - Coordinate mailings/bulk mailings, including printing mailing labels as needed.
 - Update all school calendars.
 - Produce and print the programs for all-school events and festivals.
 - Assist the Acting Executive Director as needed.
 - Order cleaning supplies/paper products for entire school; maintain inventory.
 - Replenish commonly used forms for parents, staff and faculty as necessary.
- **Care for Sick Children**
 - Maintain current First Aid, CPR and M.A.T certification.
 - Assess children's health by incorporating daily health observation guidelines. If a child appears unable to fully participate in the day's activities, call parents.
 - Assist children with illness and injury care, reporting when necessary.
 - Supervise sick children during their stay in the main office.
 - Maintain medication log and student accident reports.
 - Ensure first aid kits (main office, classrooms, and field trip), are stocked and all supplies are within manufacturer's expiration dates.
 - Using student's health and enrollment forms, compile, maintain, and distribute allergy/asthma list with action plan for those with special medical conditions.
 - Maintain medication administration and self-administration forms.
- **Hope & Help Liaison**
 - Organize the offerings of children's accessories, clothing, and comfort items, ensuring the Hope & Help team restocks as needed
 - Make lunches and offer snack choices to children in need, ensuring all data is properly tracked for the Hope & Help team
 - Inform Hope & Help team when families are in crisis, need extra support, or ask for assistance

Experience Requirements:**Skills, Knowledge, and/or Abilities Required:****Skills:**

- Historically strong fiscal and administrative responsibilities
- Excellent listening, verbal, written and interpersonal communication

Knowledge:

- Knowledge of Waldorf education and public school operations
- Knowledge of Google software suite
- Knowledge of basic office equipment (copier, printer, scanner, multi-line VOIP system)

Ability

- Relate to, motivate, and challenge children and staff
- Leadership in working with students, staff, parents and community
- Commitment to the concept of collaborative decision making

Physical Demands:

Frequent: Standing, walking

Occasional: Sitting, lifting and carrying

Education required: High School diploma or equivalent

Licenses, Certifications, Bonding and/or Testing Required: AZ DPS Level One Fingerprint Clearance Card, Clear TB Test, CPR and First Aid Certification