

Lynden Christian Schools

Elementary/Middle School Receptionist and Attendance Secretary JOB DESCRIPTION

JOB TITLE:	Elementary/Middle School Receptionist and Attendance Secretary
REPORTS TO:	Elementary/Middle School Office Manager
FTE:	870 hours during the school year and approximately 24 hours in summer. 43% FTE
STATUS:	NON-Exempt/Hourly

POSITION SUMMARY

This position facilitates the general educational program through a variety of tasks which support the students, parents, administration and staff. The ES/MS Secretary is directly responsible to the P-8 Office Manager and the P-4 & 5-8 Principals. This employee is required to be at school when scheduled during the school year as well as at least one week prior to the beginning of the school year and one week after. It also includes responsibilities which require approximately 24 hours to be worked during the summer months.

This position requires a person who has the ability to handle interruptions graciously, is self-motivated, works well independently and as a part of a team, enjoys young children and is willing to help others whenever necessary. Computer literacy and knowledge of office equipment is necessary in the daily operation of the school office. Organizational skills and attention to detail are essential for maintaining records and files as well as managing a steady flow of data and information. This position requires a background check and a high degree of confidentiality as it involves the handling of sensitive and confidential information.

CONDITIONS of EMPLOYMENT

- Work Year: 2023-2024
- Starting Date: June 2023
- Hourly Rate: \$15.74
- Benefits: Does not qualify for benefits

ESSENTIAL JOB RESPONSIBILITIES

RECEPTION

- General duties. Responsible for general receptionist duties, representing the school in a positive and friendly manner.
- Meet and greet parents and students as they enter the school building.
- Deliver messages and various personal items to students at times appropriate throughout the day.
- Dispense medications. Work with school nurse to maintain records, count meds when delivered, dispense meds to students as scheduled.
- First Aid. Assist ill and injured students as needed.

COMMUNICATIONS

- Telephone. Proficiency with a multi-line telephone system, including intercom and voicemail.
- E-mail. Regular communications with administration, teachers, support staff and parents.
- Mail management. Sorting and distributing incoming mail, producing labels for mailings, sending materials out as necessary.

COMPUTER SKILLS

- Knowledgeable in Microsoft Office which is used for creating and/or updating documents including letters, memos, bulletins, programs, permission slips and schedules. Maintain hardcopy files of documents.

ATTENDANCE AND REPORT CARDS

- Attendance. Responsible for attendance recording and verification at the MS and ES.
- K-4 report cards. Print cards and labels for distribution. Provide copies to joint-custodial parents.

STUDENT RECORDS AND ENROLLMENT

- Maintain and update confidential files.
- Update cumulative files.

MISCELLANEOUS

- Assist teachers as time allows with making copies and projects.
- Keep work area neat and organized.
- Additional responsibilities as necessary.

QUALIFICATIONS

Character Profile

- Model a commitment to Jesus and his church, to Christian education, to the mission of Lynden Christian, and to the local community.

Education, License, and Experience

- High school diploma and some post-secondary education.
- One year or more progressively responsible support experience.
- Other combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

Knowledge, Skills, and Abilities

- Knowledge of proper records management procedures.
- Excellent public relations skills including courteousness, tact, and good verbal communications; ability to build and maintain rapport.
- Excellent communication skills (verbal and written); proficiency in business English (composition, grammar, punctuation, and spelling).
- High degree of integrity; always maintain respect for confidential information.
- Strong work ethic and Ability to efficiently prioritize work in a multi-task environment.
- High degree of organizational skills, detail-oriented; high degree of accuracy.
- Willingness to learn and problem solve
- Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, OneNote, and Teams; ability to easily learn new specialty software
- Proven ability to work independently and self-motivated; also work cooperatively with other office personnel.

License and Certification

- Valid driver's license and proof of insurance at the time of hire and vehicle available for work-related travel.

GENERAL PHYSICAL REQUIREMENTS & WORK CONDITIONS

Primary work is performed within office setting but also includes work throughout LCS campus.

Position requires sitting for long periods of time and hand manipulative skills for word processing and writing. Some bending and stooping with minimal lifting up to 30 pounds. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.