



## Prestonwood Christian Academy

## Job Description

Position: **MS Receptionist**  
Classification: **Hourly, Non-Exempt**

Reports to: **MS Principal**  
Schedule: **12 month; 40 hours per week**

**Mission:** To assist Christian parents by helping equip students to embrace Biblical truths, strive for academic excellence, and model Christ-like leadership to impact their homes, churches, and communities for Christ.

### Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

### Purpose:

The receptionist is the first and last person to be in contact with parents, vendors, staff, and students. The impression created by the receptionist is very important; it strongly influences how people feel about PCA.

### Duties and Responsibilities:

- Answers the phone in a professional and courteous manner; transfers calls or takes messages as needed
- Provides general information in response to questions from the public
- Responds or forwards received voice mail messages in a timely manner
- Greets all incoming traffic in a professional and courteous manner and directs to appropriate classroom or office
- Assists with mail-outs; labels, stuffing, and distribution
- Maintains current directory listings and records
- Performs light typing and clerical duties such as filing and copying
- Prepares reports, letters, correspondence, and documents as necessary, especially in relation to MS attendance/tardies:
  - E-mail daily attendance reports
  - policy; inform teachers of violators;
- Sends discipline referrals from principal to appropriate parties
- Assists school nurse with calling out students from class for daily medical needs
- Calls students out of class when parents arrive to pick them up early for appointments; illness, etc.
- Available to assist with special projects as determined by Administration
- Maintains lost and found

### Qualifications and Skills:

- Good computer skills and knowledge of Word, Excel, Power Point and Outlook
- Well organized and able to multi-task
- Professional telephone and office etiquette
- Excellent interpersonal skills
- Keeps information confidential

**Physical, Environmental and Mental Requirements:**

- Regularly sitting at the computer requiring repetitive finger motion and manual dexterity
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing – ability to perceive sounds at normal speaking levels with or without correction
- Talking – expressing ideas by means of the spoken word to convey instructions
- Ability to communicate effectively, even in stressful situations
- Sedentary office work with occasional lifting on average of 10 pounds
- Special events throughout the year require frequent walking and standing
- Subject to interruptions and deadlines

