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**Title:** School Receptionist - Midway  
**Classification:** Salary; Non-Exempt

**Status:** Full-time; 9.5 months  
**Reports to:** Director of Community Safety

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#### JOB SUMMARY

The School Receptionist is a full-time, 9.5 month position and reports directly to the Director of Community Safety. Provides reception, switchboard and general office support to the school.

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#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

- Coordinate all reception duties, including, but not limited to greeting students, parents, faculty, staff and visitors, including vendors.
  - Administer EasyLobby security check-in system for all campus visitors.
  - Sorting and placement of mail for Midway campus responsible for inter office mail.
  - Direct oversight of telephone system for (2) campuses, with a total responsibility for over 200 extensions.
  - Administrative responsibilities include: calling for maintaining early release forms for children, student retrievals, organization of student schedules, guest reception binder, guest teacher sign in,
  - Water lobby plants.
  - Responsible for anything that is dropped off at the front desk, by parents, students, faculty and staff.
  - Other clerical duties as assigned to support the business and advancement departments.
  - Promote the school's statement of mission and philosophy.
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#### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attends Staff Development Meetings
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#### SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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#### QUALIFICATIONS

##### Education and Experience:

- High school diploma and a minimum of six months previous experience in an equivalent position or equivalent amount of relevant training and experience.

##### Job Knowledge, Skills, and Abilities:

- Ability to apply common sense understanding and to carry out instructions furnished in written or oral form.
  - Ability to ascertain which people may need immediate assistance and to act accordingly.
  - Ability to communicate effectively with all constituents in a school environment.
  - Ability to interact with parents, faculty and other friends of the school.
  - Ability to handle confidential material and situations with discretion and sensitivity.
  - Flexibility and the ability to multitask.
  - Well-developed interpersonal skills to deal effectively with a wide range of constituents in a school environment, including those at very senior levels.
  - A person of unquestioned integrity who has an impeccable reputation, who honors commitments, and who deals with people in a straightforward and personal way.
  - An accessible and approachable people person with a good sense of humor
  - Must demonstrate competency with basic word processing, spreadsheet, Blackbaud and internet functions.
  - Ability to use basic office equipment.
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#### WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

*These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust*

or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

**Working Environment:**

- ☒ Office Environment
- ☐ Classroom Environment
- ☐ Works Primarily with Students
- ☒ Works Primarily with Adults; Some Exposure to Students
- ☐ Travel - Light
- ☐ Travel - Heavy
- ☐ Evening and/or Weekend Commitment - Light
- ☐ Evening and/or Weekend Commitment - Heavy
- ☒ Inside
- ☐ Outside
- ☒ Works with Others
- ☒ Works Alone
- ☐ Extreme Heat
- ☐ Extreme Cold
- ☒ Noise

**Physical Requirements:**

- ☒ Seeing

- ☒ Color Perception
- ☒ Hearing
- ☒ Clear Speech
- ☒ Touching (Hand and Finger Dexterity)
- ☒ Sitting
- ☒ Fine Finger Manipulation in Use of Computer
- ☒ Standing
- ☐ Ability to Move Distances
- ☐ Hillcrest Campus includes 5 buildings, 10 acres
- ☐ Midway Campus is 350,000 square feet, 50 acres
- ☐ Driving
- ☒ Climbing
- ☐ Balancing
- ☐ Kneeling
- ☐ Crawling
- ☒ Reaching
- ☐ Twisting or Bending at Waist
- ☒ Pushing or Pulling

- ☐ Lifting 0 - 20 pounds
- ☒ Lifting 0 – 40 pounds
- ☐ Lifting 0 – 75 pounds
- ☐ Carrying 0 - 20 pounds
- ☐ Carrying 0 – 40 pounds
- ☐ Carrying 0 – 75 pounds

**Mental Requirements:**

- ☒ Reading - Simple
- ☐ Reading - Complex
- ☒ Writing - Simple
- ☐ Writing - Complex
- ☒ Clerical
- ☒ Basic Math Skills
- ☒ Analysis and Comprehension - Simple
- ☐ Analysis and Comprehension - Complex
- ☒ Decision Making - Simple
- ☐ Decision Making – Complex
- ☒ Exercise Discretion - Simple
- ☐ Exercise Discretion - Complex

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*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*

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Qualified candidates should send a cover letter and resume' to [employment@parishepiscopal.org](mailto:employment@parishepiscopal.org)