

LOGOS ACADEMY JOB DESCRIPTION

Created Date: 11/18/2014 (dal) Revised Date: 10/7/20 (tr)

Title: Front Desk Receptionist (Regular,, Non-Exempt, 10-month, No Stipend)

Reports To: Director of HR and Administrative Services

Minimum Requirements:

- Passionate commitment to helping Logos Academy be a vibrant learning community, committed to our 4C's: Christ-centered, culturally diverse, community-minded and classically educated.
- High school diploma, as well as receptionist or clerical experience.
- Effective interpersonal communication skills and friendly, outgoing personality.
- Ability to translate and communicate in both English and Spanish is highly preferred.
- Ability to effectively manage several tasks simultaneously.
- Ability to handle stressful situations with professionalism and flexibility.
- Proficient typing and computer (Gmail, Google, Excel, Word) skills.
- Must be reliable including but not limited to punctuality and attendance.
- Commitment to advancing the mission of Logos Academy through hard work, innovation, partnership with the Advancement Department, and in good stewardship of resources.
- Commitment to helping Logos in advancing the technology plan through personal growth and initiative.

Major Responsibilities:

1. Reception, Security and Telephone

- a. Greet staff, students, parents, donors, and visitors with a pleasant and professional disposition
- b. Request identification and/or question all persons entering the facility whom are not recognized before allowing entrance to the facility
- c. Ensure sign-in, sign-out, and badge distribution (guest stickers) as required for all persons entering the facility, and maintain files of all logs
- d. Ensure host accompaniment of all visitors throughout the facility
- e. Answer all incoming calls; direct calls as appropriate
- f. Maintain reception records, logbook, forms, and paperwork

2. Attendance

- a. Ensure daily lunch and attendance selections are recorded by teachers
- b. Update faculty regarding daily dismissal changes
- c. Track and print building attendance in case of emergency and to report to academic assistants. Record in school management system as able throughout the day.

3. Bussing/Transportation

- a. Communicate day to day bussing updates with families, staff, bus companies, and districts. District roster updates and new transportation requests will be handled by the grammar school assistant.

4. Miscellaneous Responsibilities As Needed.

- a. Distribute early drop-off/late pick-up fee forms
- b. Stamp, packages, notes for staff, or notes for parents through appropriate channels
- c. Coordinate with the supervisor written policies and procedures of front desk protocol
- d. Other duties as assigned by the supervisor